SQL Payroll User Guide

Contents
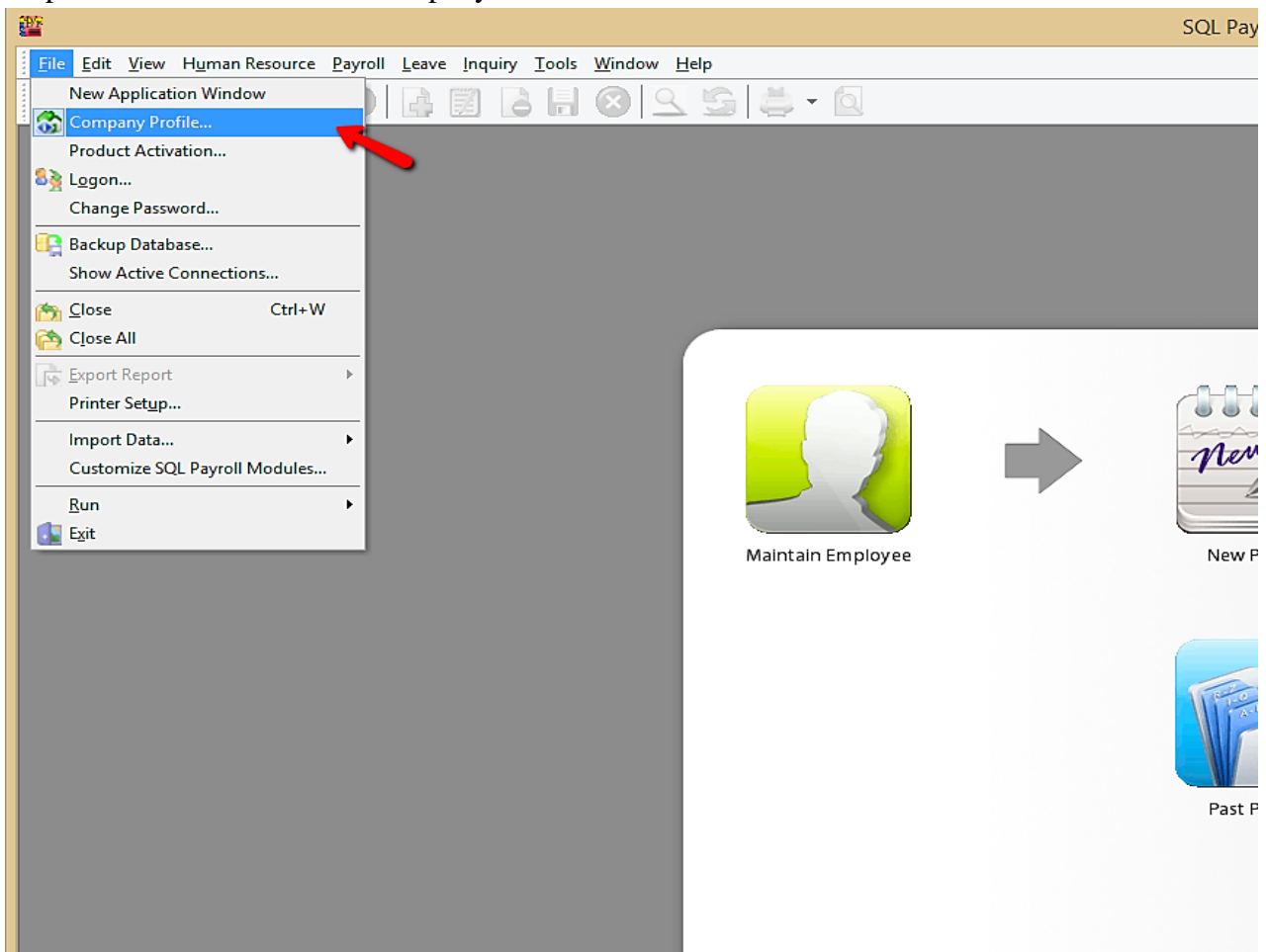
How to Setup Company Profile

Maintain Payroll Company Profile

Step 1: Select File and click Company Profile.

Step 2: Click " **General**" tab and key in your company profile details.

Fill in your company details.
*Company alias: another name for your company
*BizNature: business nature (e.g. Food Catering, Forwarding etc)

Step 3: Click "**EPF**" Tab and key in Employer EPF details.

Company Profile window — EPF tab selected.

Company Name: Estream Software Sdn Bhd
Company Alias:
Reg No.: 611016-M
Remark: 2015

Tabs: General | EPF | TAX | SOCSO | Zakat | Officer | Dealer

EPF Branch: KWSP Shah Alam → Name of EPF office. For reference purpose only.

EPF Employer No.: 1234
EPF Code: 901803VOX → Key in Employer EPF No & Code. **IMPORTANT**. Will be captured in EPF Borang A.

EPF Address: Tingkat 1 hingga 4, Menara PPNS
Pusat Dagangan UMNO Shah Alam
Lot. 8, Persiaran Damai, Seksyen 11
40000 Shah Alam, Selangor Darul Ehsan. → Details of EPF office. For reference purpose only.

EPF Phone: 0355194993
EPF Fax: 0355122927

The details of the report will be displayed here:

1-1

KUMPULAN WANG SIMPANAN PEKERJA
PERATURAN-PERATURAN DAN KAEDAH-KAEDAH KWSP 1991 KAEDAH 11(1)

KWSP 6

No Rujukan Majikan	Bulan Caruman	Amaun Caruman (RM)										No Rujukan Borang A
1234	07/2015						3	6	0	0	00	12341507

Borang A

Jumlah caruman di atas hendaklah dibayar kepada KWSP/Ejen Kutipan KWSP sebelum/pada 15hb setiap bulan
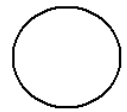
☐ Wang Tunai   ☒ Cek/Kiriman Wang/Wang Pos /Draft Bank*No /EFT /TT.

Nama Majikan : Estream Software Sdn Bhd

Alamat : 32, 1st Floor, Jalan Tiara 4, Bandar Baru Klang, 41150 Klang, Selangor, Malaysia

Tarikh DiCetak : 01/06/2015

Bil Pekerja : 1

Mukasurat: 1/1

Cop Ejen Kutipan

303

0000012341579018093   0101

BIL	No. AHLI	NK	NO.KAD PENGENALAN	NAMA PEKERJA / AHLI (Seperti yang terdapat di dalam Kad Pengenalan)	UPAH (RM)	CARUMAN (RM)										
						MAJIKAN			(SEN)		PEKERJA			(SEN)		
				Jumlah yang dibawa dari mukasurat terdahulu(jika ada)						00						00
1			881212014321	LEE CHONG WAI	15,000.00		1	9	5	0	00		1	6	5	0	00
										00						00
										00						00
										00						00
										00						00

000001234157 901809VOX

🟧 EPF Employer No   🟩 Submission Date   🟪 EPF Code

7

Step 4: Click "**TAX**" tab and key in employer tax details.

Company Profile

Company Name	Estream Software Sdn Bhd
Company Alias	
Reg No.	611016-M
Remark	2015

General | EPF | TAX | SOCSO | Zakat | Officer | Dealer

Tax Branch	BPA Selangor
Tax Employer No. E	1234567890
Tax Address	Biro Pengaduan Awam,
	Jabatan Perdana Menteri,
	Paras 44, Bangunan KOMTAR,
	40000 Shah Alam.
Tax Phone	0355133777
Tax Fax	0355106358

Name of PCB office. For reference purpose only.

Key in Employer's Tax No. E. **IMPORTANT**. Will be captured in PCB Form (e.g. Income Tax CP39 Form)

Details of PCB office. For reference purpose only.

You can view the details of the report here:

Borang ini boleh difotokopi

CP39 Pin. 2012

KETUA PENGARAH HASIL DALAM NEGERI

LEMBAGA HASIL DALAM NEGERI

Cawangan Pungutan Kuala Lumpur

Kaunter Bayaran Dan Tingkat 1, Blok 8A

Kompleks Bangunan Kerajaan, Jalan Duta

50600 KUALA LUMPUR

LHDN MALAYSIA

CUKAI PENDAPATAN MALAYSIA
PENYATA POTONGAN CUKAI OLEH MAJIKAN

[SEKSYEN 107 AKTA CUKAI PENDAPATAN, 1967
KAEDAH CUKAI PENDAPATAN (POTONGAN DARIPADA SARAAN), 1994]

POTONGAN BAGI BULAN `0 6` **TAHUN** `2015`

UNTUK KEGUNAAN PEJABAT

No. Kelompok

No. Resit

BUTIR-BUTIR MAJIKAN	BUTIR-BUTIR PEMBAYARAN		PEGAWAI YANG MENYEDIAKAN BORANG

No. Majikan E `1 2 3 4 5 6 7 8 - 9 0`

	PCB	CP 38
Jumlah Potongan	RM 66.50	RM -
Bilangan Pekerja	1	0

No. Pendaftaran Perniagaan `611016-M`

Nama Syarikat/ Perniagaan — Estream Software Sdn Bhd

Alamat Syarikat/ Perniagaan — 32, 1st Floor, Jalan Tiara 4, Bandar Baru Klang, 41150 Klang, Selangor, Malaysia

Butir-butir / Cek / Bank / Deraf / Kiriman Wang / Wang Pos	Amaun	RM 66.50
	Nombor	
	Cawangan	
	Tarikh	25/07/2015

Tandatangan

Nama Penuh

No. Pengenalan:

Jawatan

No. Telefon

A   BORANG CP 39

1. Borang ini mesti diisi dengan lengkap and betul.
2. Majikan digalakkan menghantar maklumat potongan melalui e-PCB/e-Data PCB/disket/cakera padat/pemacu flash mengikut format yang ditentukan oleh LHDN bagi menggantikan Borang CP39.
3. No. Rujukan Cukai Pendapatan:
   3.1 Isikan nombor cukai pendapatan dalam ruangan yang telah disediakan.
        Contoh: SG 2506203-00(0) boleh diisi sebagai SG 02506203000
   3.2 Bagi pekerja yang layak dikenakan PCB tetapi tiada nombor cukai pendapatan, pendaftaran boleh dibuat melalui :
        i. majikan atau pekerja boleh mendaftar secara atas talian melalui e-Daftar di www.hasil.gov.my, atau
        ii. Borang CP22 atau borang in lieu of CP39 dikemukakan ke cawangan LHDNM yang berdekatan.
4. Nama pekerja:
   Isikan nama penuh pekerja seperti di kad pengenalan/pasport. **(Jangan senaraikan pekerja yang**

B   PEMBAYARAN

1. Bayaran dan Borang CP39 yang telah lengkap diisi mestilah sampai ke Cawangan Pungutan LHDN selewat-lewatnya **pada hari kesepuluh bulan berikutnya.**
   Contoh: **PCB/CP38 bagi bulan April 2012, tarikh akhirnya ialah 10 Mei 2012.**
2. Sediakan borang CP39 beserta cek/bank draf/kiriman wang/wang pos (instrumen bayaran) yang berasingan untuk bulan atau tahun berlainan.
3. Pastikan jumlah potongan PCB/CP38 adalah betul dan sama dengan nilai instrumen bayaran.
4. Instrumen bayaran hendaklah dibayar kepada Ketua Pengarah Hasil Dalam Negeri. Catatkan no majikan E, Nama Syarikat/Perniagaan dan alamat majikan di belakang instrumen bayaran.
5. Bayaran untuk Cukai Syarikat, Skim Ansuran (CP 500), Penyelesaian Cukai (Pemberhentian Kerja) dan Cukai Keuntungan Harta Tanah tidak boleh dibayar bersama dengan bayaran yang menggunakan borang ini.
6. Untuk bayaran bagi Negeri Sabah sila alamatkan ke: 7. Untuk bayaran bagi Negeri Sarawak sila alamatkan ke:
   Cawangan Pungutan Kota Kinabalu   Cawangan Pungutan Kuching

Step 5: Click "**SOCSO**" tab and key in employer SOCSO details.

Company Profile

Company Name	Estream Software Sdn Bhd
Company Alias	
Reg No.	611016-M
Remark	2015

Tabs: General | EPF | TAX | SOCSO | Zakat | Officer | Dealer

SOCSO Branch	Selangor SOCSO Office
SOCSO Employer No. (New)	123444556677
SOCSO Employer No.	
SOCSO Address	Wisma PERKESO,
	Lot 141, Seksyen 6, Jalan Selangor,
	46990 Petaling Jaya,
	Selangor Darul Ehsan.
SOCSO Phone	037949888
SOCSO Fax	0379567492

Name of SOCSO office. For reference purpose only.

Key in Employer's SOCSO No. **IMPORTANT**. Will be displayed in Borang SOCSO 8A.

Details of SOCSO office. For reference purpose only.

You can view the details of the report here:

BORANG 8A

PERTUBUHAN KESELAMATAN SOSIAL
JADUAL CARUMAN BULANAN

PERKESO

UNTUK CARUMAN BULAN 0 7 2 0 1 5
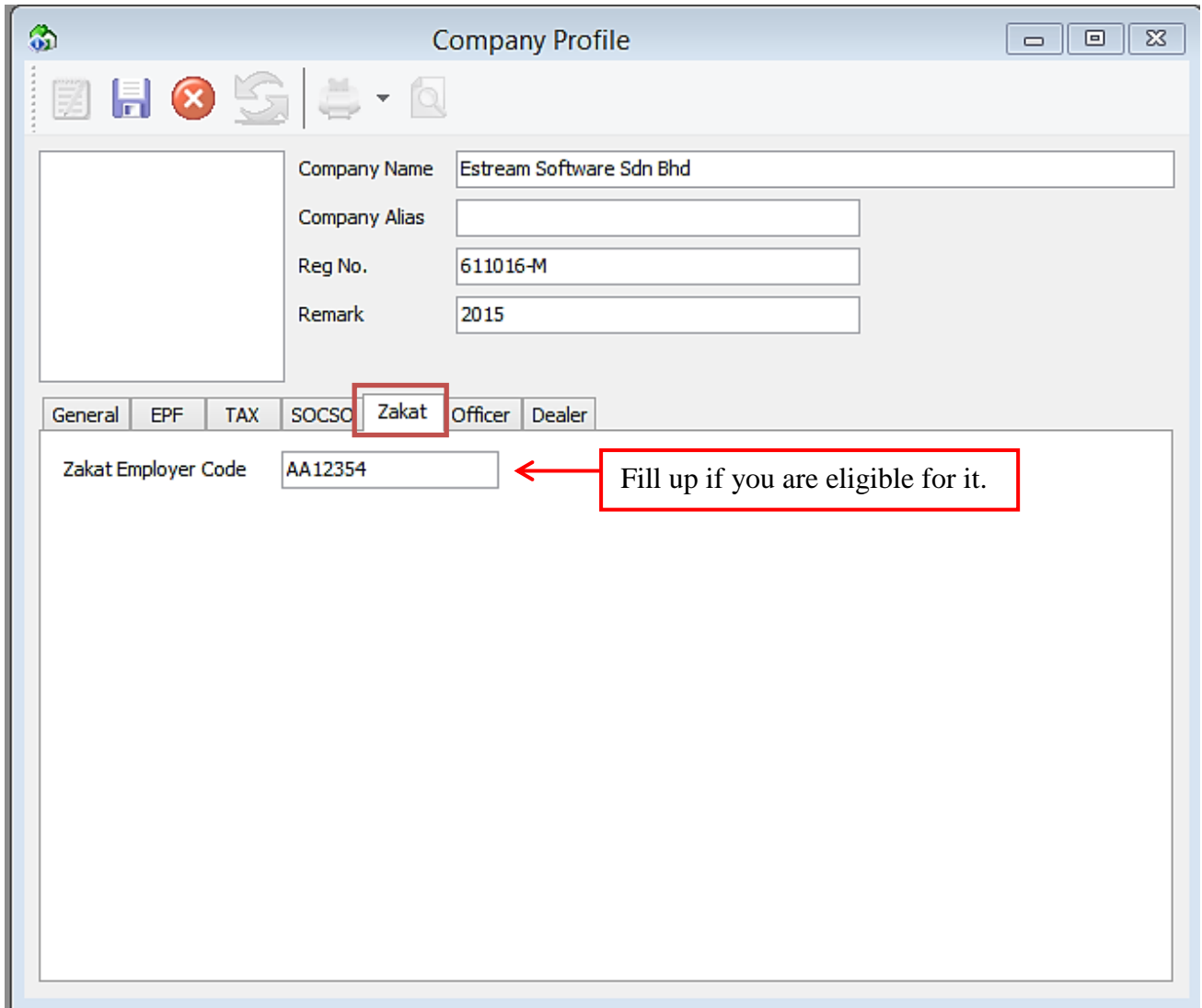
Jumlah caruman untuk bulan di atas hendaklah dibayar
tidak lewat daripada 31/08/2015

		Amaun	Bilangan Pekerja	Lembaran
☒	Bayaran Tunai.	RM 338.50	7	1
☐	Bayaran cek. No. cek			

Cap Bank

Nama dan Alamat Majikan

Estream Software Sdn Bhd
32, 1st Floor, Jalan Tiara 4,
Bandar Baru Klang, 41150
Selangor, Malaysia

SOCSO Employer No.

CATATAN
(1) NO. PENDAFTARAN KESELAMATAN SOSIAL ADALAH NOMBOR KAD PENGENALAN PENDAFTARAN NEGARA.
(2) Tandakan X di ruangan (2) jika pekerja telah berhenti kerja dan masukkan tarikh berhenti kerja di ruangan (3).
(3) Isikan tarikh mula kerja untuk pekerja yang tidak tersenarai sahaja di ruangan (3). Pendaftaran pekerja sedemikian hendaklah juga dibuat dalam borang 2.
(4) Jika tiada caruman sebab cuti tanpa gaji masukkan angka 00.00 di ruangan (6).
(5) Jika ada butir-butir yang didapati tidak betul, jangan buat pindaan di borang ini sila beritahu PERKESO secara bertulis.
(6) Sila pastikan tulisan/angka/cap tidak menyentuh mana-mana garisan/kotak/barcode yang disediakan.
(7) Format untuk tkh. mula/tkh. berhenti kerja adalah hhbbtttt contoh 01072000.

No. Kod Majikan

1 2 3 4 4 4 5 5 6 6 7 7

NO. KAD PENGENALAN PENDAFTARAN NEGARA Lihat Catatan (1)	(2)	TKH. MULA/TKH. BERHENTI KERJA hhbbtttt (3)	KEGUNAAN PERKESO (4)	NAMA PEKERJA (MENGIKUT KAD PENGENALAN) (5)	CARUMAN (6)	
					RM	SEN
881212014321				LEE CHONG WAI	6 6 - 4	0
920831105000				NICOLE	6 6 - 4	0

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Step 6: Click "**Zakat**" tab and key in employer zakat details.

Step 7: Click "**Officer**" tab and key in the officer's details.

Key in the details of the person who handles your company's payroll.
** Will appear in EA form.

(C.P. 8A - Pin. 2010)

MALAYSIA

Penyata Gaji Pekerja SWASTA **EA**

No. Siri ....

CUKAI PENDAPATAN

No. Cukai Pendapatan Pekerja

No. Majikan E   1234567890

PENYATA SARAAN DARIPADA PENGGAJIAN
BAGI TAHUN BERAKHIR 31 DISEMBER 2015

....
Cawangan LHDNM ....

**BORANG EA INI PERLU DISEDIAKAN UNTUK DISERAHKAN KEPADA PEKERJA
BAGI TUJUAN CUKAI PENDAPATANNYA**

A   **BUTIRAN PEKERJA**

1. Nama penuh Pekerja/Pesara (En/Cik/Puan)   WONG CHUN HAN

2. Jawatan ....   3. No. Kakitangan/ No. Gaji   004

4. No. K.P. Baru   820621083003   5. No. Pasport ....

6. No. K.W.S.P ....

7. Jika bekerja tidak genap setahun, nyatakan:

   (a). Tarikh mula bekerja   01/02/2010

   (b). Tarikh berhenti kerja ....

B   PENDAPATAN PENGGAJIAN, MANFAAT DAN TEMPAT KEDIAMAN Tidak Termasuk Elaun/Perkuisit/
Pemberian/Manfaat Yang Dikecualikan Cukai)

RM

1. Gaji Kasar, upah atau gaji cuti(termasuk gaji lebih masa)   3,200.00

   Fi (termasuk fi pengarah), komisen atau bonus

   Tip kasar, perkuisit penerimaan sagu hati atau elaun-elaun lain (Perihal pembayaran   )   730.00

   Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja

2. Nilai Manfaat atau kemudahan berupa barangan:

   (a) Kereta (Tarikh sebenar diperuntukan _____)   (I) Nilai Kereta dan petrol

     (Jenis _____ Tahun _____) Model _____   (II) Nilai Pemandu

   (b) Elektrik, air, telefon dan kemudahan lain

   (c) Nilai manfaat rumahtangga : (*Potong yang tidak berkenaan)

     (I) Separuh lengkap dengan perabot*/penyaman udara*/langsir*/permaidani*, atau

     (II) Lengkap dengan perkakas dapur, pinggan mangkuk, peralatan atau perkakas, atau

     (III) Butiran berasingan: Perabot dan kelengkapan

                   Perkakas Dapur

                   Hiburan dan Rekreasi

   (d) Pembantu rumah dan tukang kebun

   (e) Manfaat Tambang Percutian

   (f) Lain-lain (misalnya makanan dan pakaian)

3. Nilai tempat kediaman (Alamat _____)

4. Bayaran balik daripada Kumpulan Wang Simpanan/Pencen yang tidak diluluskan

5. Pampasan kerana kehilangan pekerjaan

C   PENCEN DAN LAIN-LAIN

1. Pencen

2. Anuiti atau Bayaran berkala yang lain

JUMLAH   3,930.00

D   **JUMLAH POTONGAN**

1. Potongan Cukai Berjadual (PCB) Tahun Semasa yang dibayar kepada LHDNM

2. Arahan Potongan CP 38

3. Potongan Zakat yang dibayar kepada pihak berkuasa pemungut zakat

E   CARUMAN YANG WAJIB DIBAYAR OLEH PEKERJA KEPADA KUMPULAN WANG PENCEN ATAU SIMPANAN YANG DILULUSKAN

Nama Kumpulan Wang   KWSP

Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja) RM 434.00

F   BUTIRAN PEMBAYARAN TUNGGAKAN DAN LAIN-LAIN BAGI TAHUN-TAHUN TERDAHULU (SEBELUM TAHUN SEMASA)

Bayaran Bagi Tahun	Jenis Pendapatan	Jumlah bayaran (RM)	Caruman KWSP (RM)	Potongan Cukai Berjadual (PCB) (RM)
----------------	----------------	----------------	----------------	
----------------	----------------	----------------	----------------	

G   JUMLAH ELAUN / PERKUISIT / PEMBERIAN / MANFAAT YANG DIKECUALIKAN CUKAI   **RM** 0.00

Nama Pegawai   Tan Ah Huat

Jawatan   Human Resources Manager

Nama dan Alamat Majikan   Estream Software Sdn Bhd
32, 1st Floor, Jalan Tiara 4, Bandar Baru Klang, 41150 Klang,
Selangor, Malaysia

Tarikh   25/07/2015

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G	JUMLAH ELAUN / PERKUISIT / PEMBERIAN / MANFAAT YANG DIKECUALIKAN CUKAI	RM	0.00

Nama Pegawai	Tan Ah Huat
Jawatan	Human Resources Manager
Nama dan Alamat Majikan	Estream Software Sdn Bhd
	32, 1st Floor, Jalan Tiara 4, Bandar Baru Klang, 41150 Klang,
	Selangor, Malaysia

Tarikh 25/07/2015

Step 8: Click "**Dealer**" tab and key in additional info like company dealer, just a remark purpose.

This is for reference only. You can key in the information of the company which provides you this payroll system.

SQL Payroll consists of the following Modules:

1) **Human Resource**
2) **Payroll**
3) **Leave**

1) Maintain Employee

 - Define the employees personal details e.g. Biodata and Salary etc.

2) Maintain Branch

 - Define the branch name, e.g. HQ, Branch A, B, C, etc.

3) Maintain Department

 - Define the department, e.g. Accounts, Sales, Production, etc.

4) Maintain Group

 - Define the group level, e.g. Director, Manager, Executive, Clerk, etc.

5) Maintain Category

 - Define the category, e.g. Local, Expatriate (移居国外)etc.

6) Maintain Project

 - Define the project.

7) Maintain Job

 - Define the job, e.g. who will be incharged, e.g. Accounts Receivable.

8) Maintain Task

 - Define the task, e.g. Collection & Billing.

9) Maintain Race

 - Define the race, e.g. Malay, Chinese, Indian, etc.

10) Maintain Country

 - Define the country code, e.g. MY – Malaysia, SG – Singapore, etc.

Maintain Employee

Is for creating a new employee record.

Step 1: Select Human Resource and click Maintain Employee.

Step 2: Click new to create new employee

Step 3: Key in the employee's personal details

Symbol	Description
3.(a)	A unique code for the employee, it also act as a **username** for the employee to login.
3.(b)	The employee's designation (e.g. chairman, secretary, auditor)
3.(c)	To untick when an employee resigns. (if resign date is not set in payroll details.)
3.(d)	The name of the employee.
3.(e)	The gender/sex of the employee.
3.(f)	The date of birth of the employee (recommended to set so that can the age can be automatically captured)
3.(g)	The residential address of the employee.
3.(h)	The house telephone number of the employee.
3.(i)	The mobile number of the employee.
3.(j)	The email of the employee.
3.(k)	The Identification Card number of the employee.
3.(l)	The OLD Identification Card number of the employee. (only applicable if you have)
3.(m)	The **password** for the employee to login to his account. (need to set/change once in order to use)
3.(n)	The passport number of the employee (normally applicable to foreign worker)
3.(o)	The immigration number of the employee.

Step 4: Key in the employee's grouping details

Symbol	Description
4.(a)	Key in the branch/department/category of the employee in the company. (if the company doesn't have too many groupings, just remain everything as default "----")
4.(b)	Select the type of calendar for the employee.
4.(c)	Select the leave group for the employee. (please visit Maintain Leave guide for more info)

Step 4.1: Create new Branch/HR Group/Department/Category/Country/Race

Step 5: Key in the employee's family details

Step 6: Key in the employee's payroll information

Symbol	Description	Symbol	Description
6.(a)	Type of income/wages. (Please visit Maintain Wages guide for more details)	6.(i)	Employee's SOCSO number.
6.(b)	Monthly basic income/wages amount.	6.(ii)	Employee's SOCSO Type (most people fall into the First Category) -Second Category is usually for employees above 55 years old employee. However, if the employee D.O.B is keyed in, you **do not** need to change manually because the system will automatically set for you)
6.(c)	Type of contribution. (Please view Maintain Contribution guide for more details)	6.(iii)	Employee's Tax Branch.
6.(d)	Frequency of salary payment (Please view Payroll Frequency Setting guide for more details)	6.(iv)	Employee's Tax Number.
6.(e)	Type of payment method. (eg: cash, cheque, bank transfer)	6.(v)	Employee's relationship status. (will affect tax category)
6.(f)	Employee's Bank	6.(vi)	Employee's wife details. (these will affect the taxable amount, tax relief and tax related issues.)
6.(g)	Employee's Bank Account number	6.(vii)	Employee's Tax Category. (system will auto generate according to the details keyed in)
6.(h)	Employee's details (these will affect the taxable amount, tax relief and tax related issues)	6.(viii)	If untick, user can manually change the tax category. **(not recommended)** {yellow means is user manually settings.}
6.(i)	Employees Provident Fund (EPF) number	6.(ix)	Employee's EA number
6.(j)	A number that will appear in KWSP Borang A form (normally old members will have this)	6.(x)	The date the employee joins the company. (usually use this when there is a probation/training period before one joins the company)
6.(k)	For a remark purpose only	6.(xi)	The date when the employee **officially** joins the company.
		6.(xii)	The date when the employee officially resigns/leaves the company.

Step 7: Key in the employee's monthly fix allowances/deductions

Step 7.1: How to create a new allowance/deduction

Step 7.1.1: Click the drop down arrow
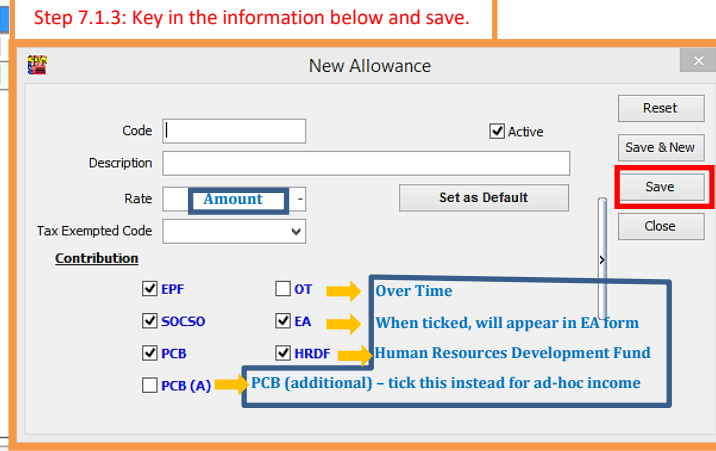
Allowance	DESCRIPTION	RATE	EPF	SOC...	PCB
HOUSE	HOUSE	1,000.00	✓	✓	✓

Code	Description
----	Default Allowance
HOUSE	HOUSE
PETROL	PETROL
PHONE	PHONE

4

Fetch All   A--   A=a   New

Step 7.1.2: Click the new button
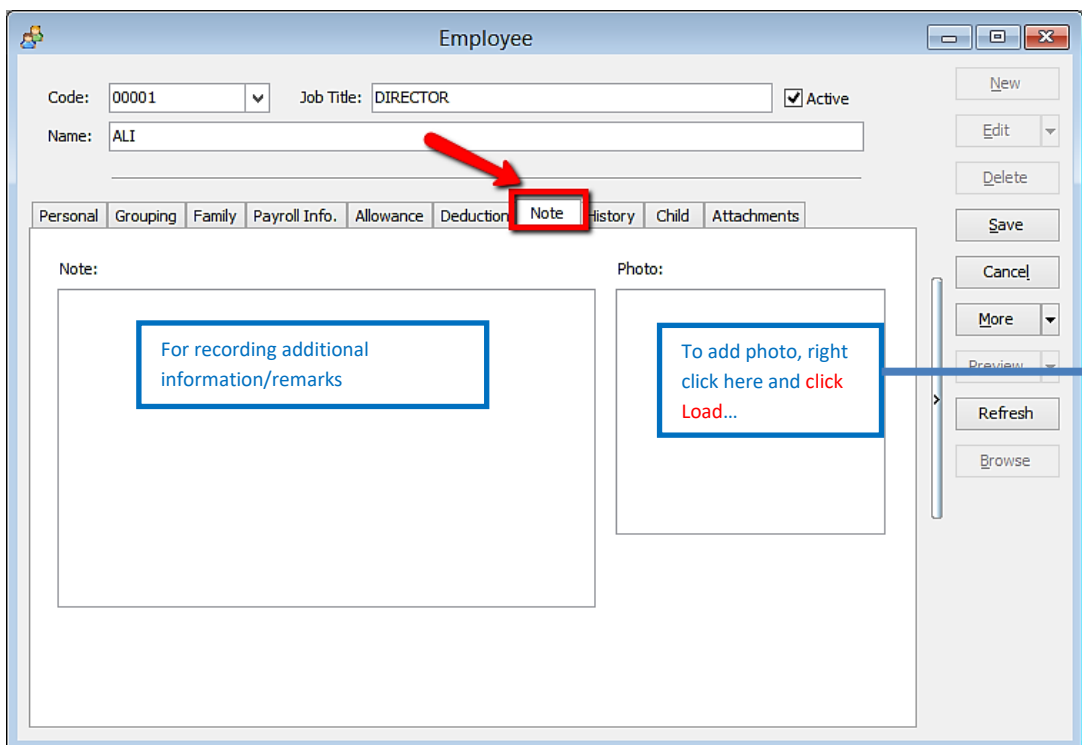
Step 7.1.3: Key in the information below and save.

New Allowance

Reset
Save & New
Save
Close

Code [ ]   ✓ Active
Description [ ]
Rate [Amount] -   Set as Default
Tax Exempted Code [v]

Contribution

✓ EPF   ☐ OT → Over Time
✓ SOCSO   ✓ EA → When ticked, will appear in EA form
✓ PCB   ✓ HRDF → Human Resources Development Fund
☐ PCB (A) → PCB (additional) – tick this instead for ad-hoc income

Step 8: Add notes/remark and photo for the employee

Employee

Code: 00001   Job Title: DIRECTOR   ✓ Active
Name: ALI

Personal | Grouping | Family | Payroll Info. | Allowance | Deduction | **Note** | History | Child | Attachments

New
Edit
Delete
Save
Cancel
More
Preview
Refresh
Browse

Note: Photo:

For recording additional information/remarks

To add photo, right click here and **click Load…**

Photo:

Cut
Copy
Paste
Delete
Load...
Assign From Camera...
Save As...

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Step 9: Historical report of the employee

Step 10: Add the employee's children information (will affect tax category)

Step 11: Add any attachment that is related to the employee.
(e.g. resume, curriculum vitae, contract agreement, receipt claims etc)
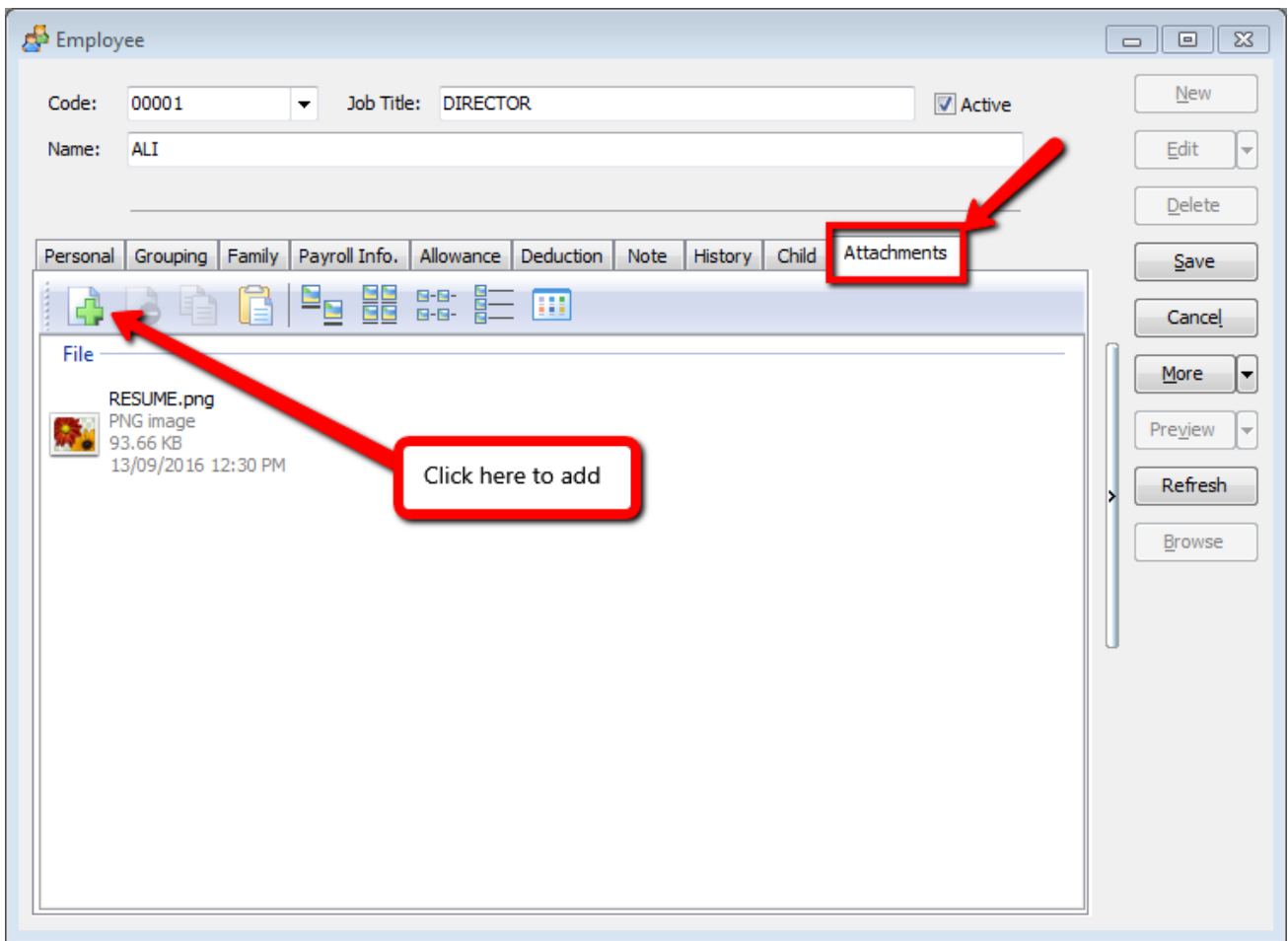
SQL Payroll latest version 125 and above:
ADD new government report: TP-1 and TP3
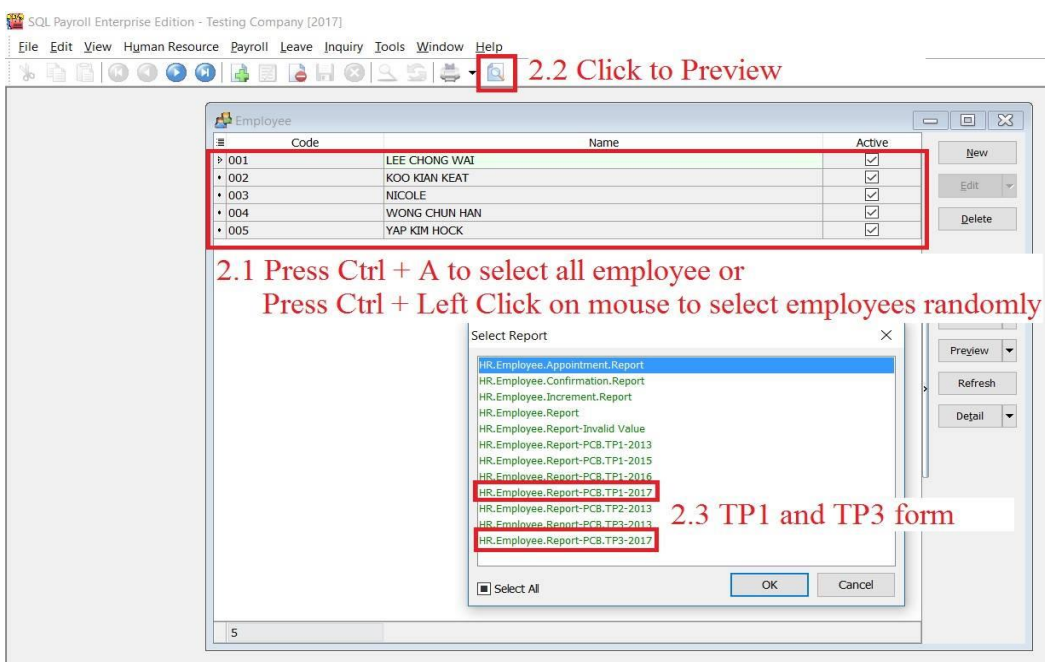
Payroll Maintenance:

Maintenance

Process Salary

Reports

Payroll Maintenance

1) Maintain Wages

- Enable to set different contributions on Wages, e.g. EPF, SOCSO, PCB, OT, EA and HRDF.

2) Maintain Frequency

- Enable to set different frequency, e.g. weekly, half monthly.

3) Maintain Contribution

- Enable to set different contributions for Bonus, Director's Fee, Paid Leave and Unpaid Leave.

- Maintain the Employee's & Employer's EPF Rate.

- Maintain the working hour and day per month.

-Maintain the Overtime Calculation base on Maintain Employee Settings. It will calculate the OT based on Wages amount in Maintain Employee.

4) Maintain Allowance

- Define the allowance type, rate and contribution.

5) Maintain Deduction

- Define the deduction type, rate and contribution.

6) Maintain Overtime

- Define the overtime type, rate, unit type, and contribution.

7) Maintain Claims

- Define the claims type and amount.

8) Maintain Commission

- Define the commission type, rate and contribution.

9) Maintain Payment Method

- Define the bank information.

Maintain Wages

- Setting up Maintain Wages helps you to categorize the type of wages an employee received.
- This would affect the types of contribution that they need to provide (EPF/SOCSO/PCB & etc)
- This is useful if you have different types of workers such as permanent worker, contract worker, foreign worker, etc

Step 1: Select Payroll, click Maintenance and Maintain Wages.
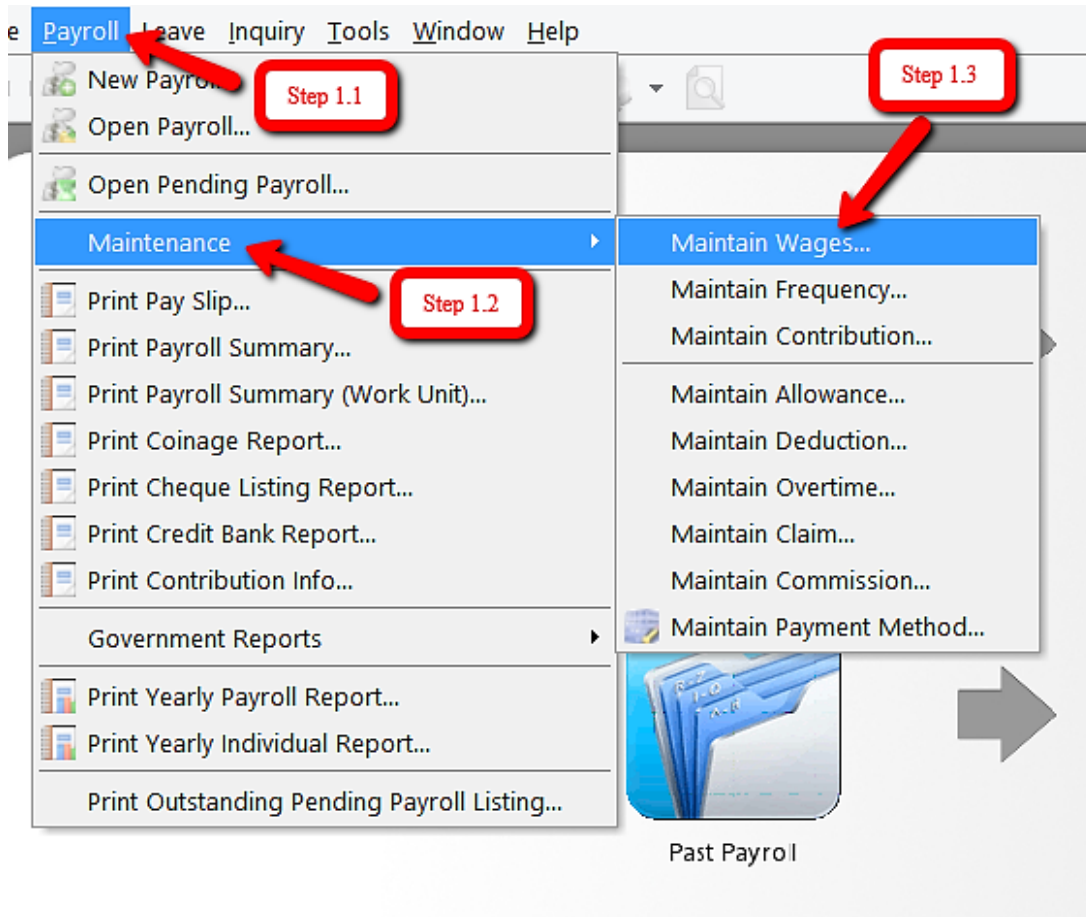
Step 2: Click New to create new wages type
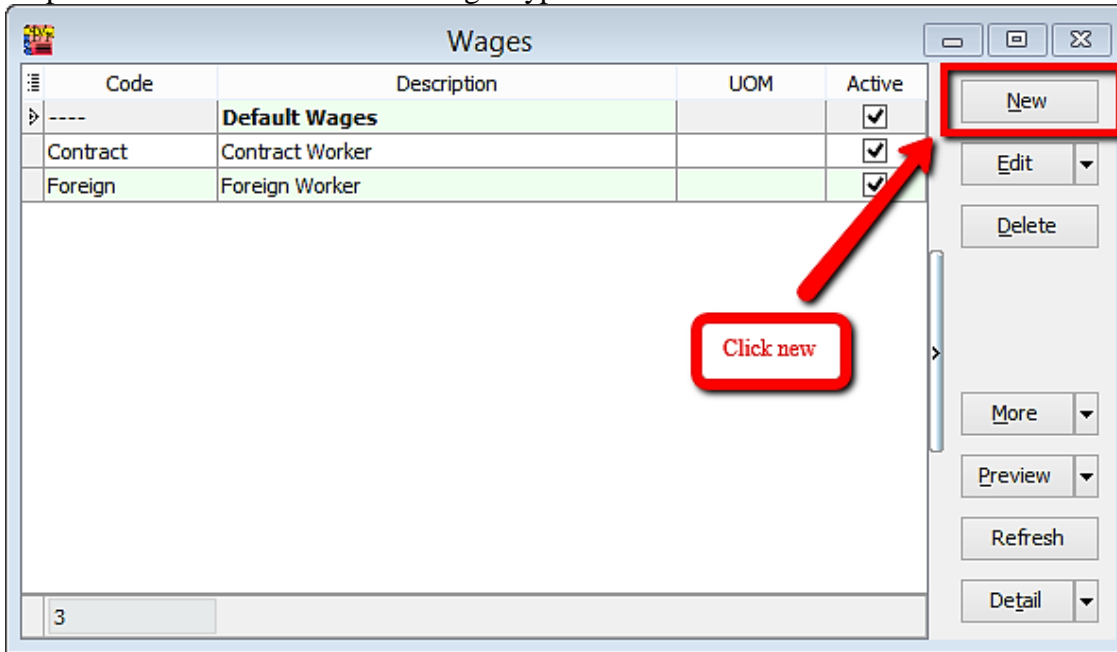
Step 3: Key in the details and tick the required contribution.
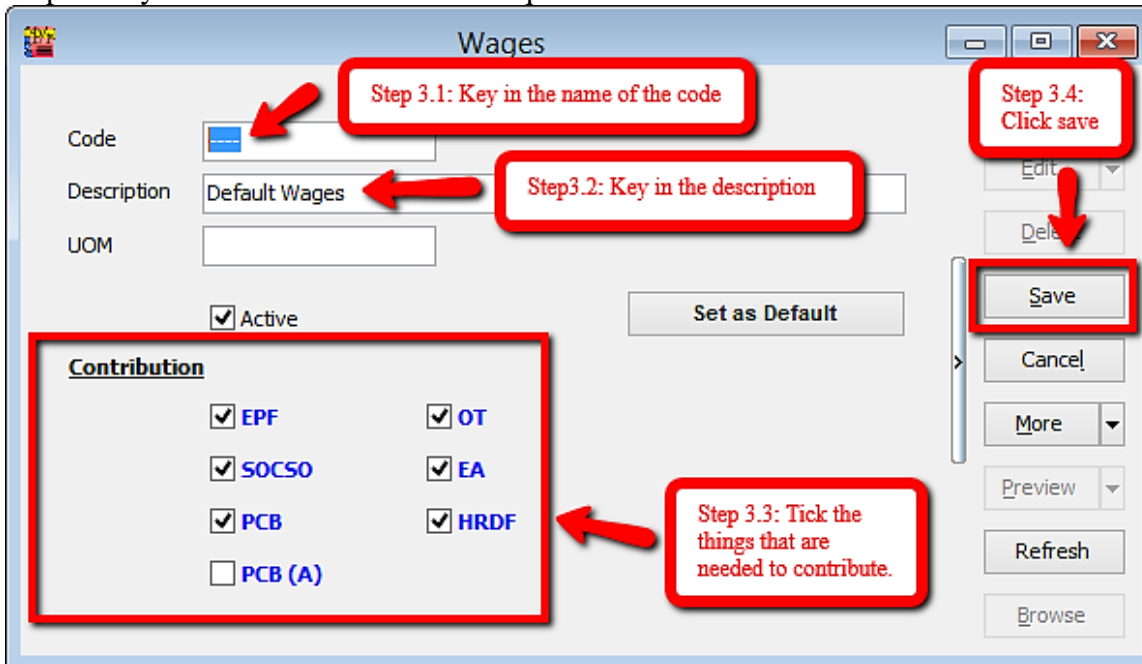
| Terms	Explanation
Code	A unique name for the system to recognise the type of wages
Description	The details of the wages type
UOM	For remark purpose only
Active	Allow this wages type to be selected in: Maintain employee >Payroll Info.
Set as Default	Auto-select this wages type every time in: Maintain employee > Payroll Info.
EPF	Monthly wages will contribute to the Employees Provident Fund (EPF)
SOCSO	Contribution to Social Security Organization (SOCSO)
PCB	Contribution to Potongan Cukai Berjadual (PCB), aka Monthly Tax Deduction (MTD) *Used for regular monthly payments (e.g. wages, allowance, overtime, paid leave)
PCB(A)	Same as PCB but used for ad-hoc payments (e.g. bonus, director's fees, commission)
OT	Allows **other than wages** amount to contribute to Over Time (OT) e.g. Wage RM1000, Allowance RM500 **Without** tick, OT will based on Wage RM1000 only to calculate the amount **With** tick, OT will based on Wage RM1000 + Allowance RM500 and calculate the amount
EA	Tick this means that the employee that is selected with this wages type will have his/her payroll details appear in the EA Form.
HRDF	Human Resources Development Fund (HRDF), Key in the amount if you contribute to the fund. *will appear in the contribution report

Types of wages that are commonly used by our users

Local Permanent workers   Foreign workers

Maintain Frequency

- When you need to pay salary more than one time in a Month
  (e.g. partial salary that is paid in the same month)

Step 1: Select Payroll, click Maintenance and then click Maintain Frequency.
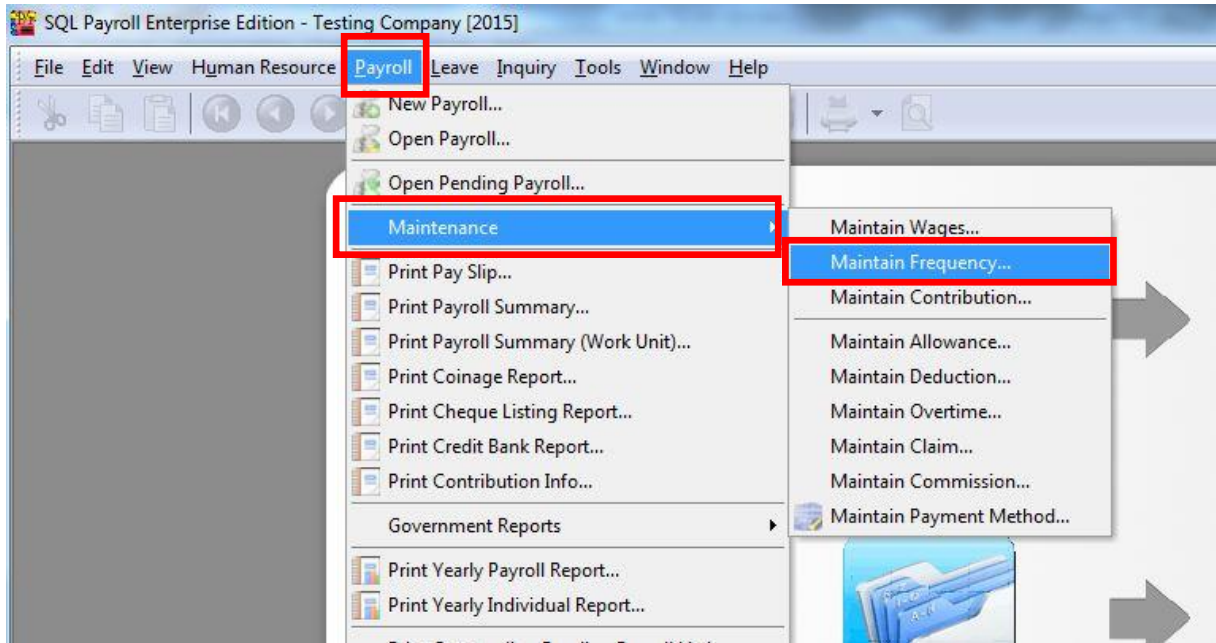
Step 2: Click New to preset your contribution, if your contribution is based on half month payroll then you may refer to the picture below:
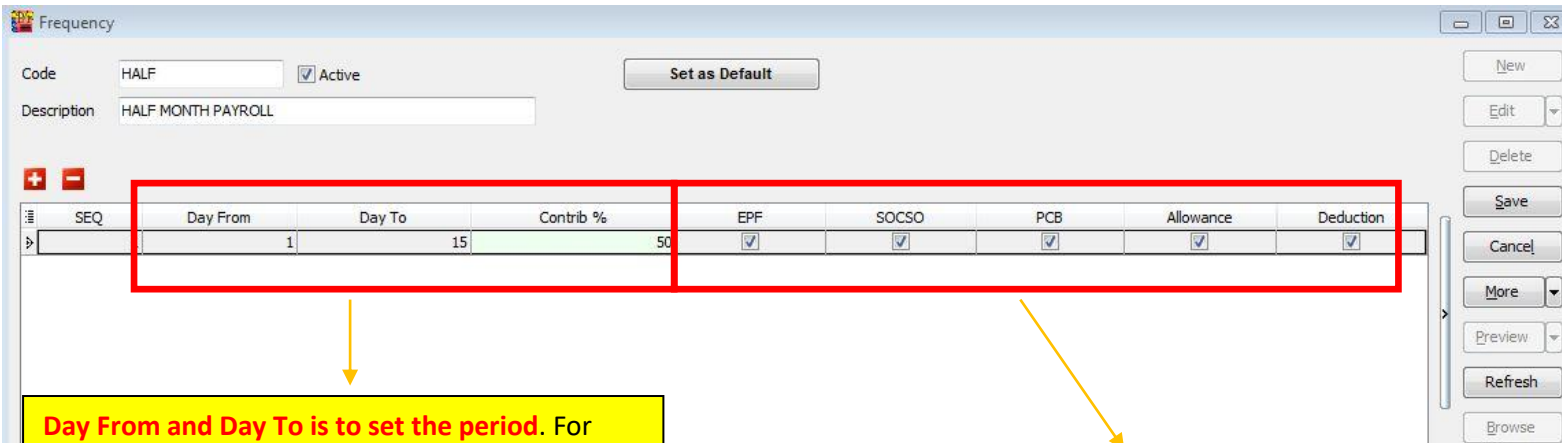
Day From and Day To is to set the period. For example you want a first half payroll, you set 1st to 15th. **Then for Contrib %, means how much contribution of payroll info will be calculated for this period**. Eg, the above image states 50%, thus it will calculate the contribution of payroll info at 50%.

If the **first half month payroll to calculate the EPF, SOCSO, PCB** then you have to **tick** the option but if you want the **calculation all combine into month end** then you have to **un-tick**. **Allowance & Deduction is for fixed allowance and deduction, you have been pre-set at maintain employee.**

Step 3: After setting the maintain frequency you have to assign the employee who falls under this frequency setting. Click Maintain Employee then select the employee you need to edit. Click Payroll Info and select Frequency accordingly.

-Find out whether this employee has the fixed allowance.

^ The above Employee (Nicole) has a Fixed Allowance of RM230.

Step 4: When the Fixed Allowance settings are done, you need to select Payroll, click New Payroll and then click frequency.

Next, Go to Payroll → New payroll → Frequency

1.1 ~ Select the Frequency that you have set in Maintain Frequency (e.g. Half).

1.2 ~ The Employee/s that you have set as the Frequency type in Maintain Employee will show in this column

1.3 ~ Tick the Sequence that you wan to process.

1.4 ~ Click PROCESS.

The process can be displayed in the HALF MONTH FREQUENCY PAYROLL as below.

Step 5: When its time for month end process, select Payroll click New Payroll and then click Final Month End and process.

The process will be displayed in the **MONTH END as below.**

Wages - [2800 (Basic) – 1400 (Frequency)] = 1400
Allowance - [230 (Fixed) – 115 (Frequency)] = 115

Maintain Contribution

- Setting Maintain Contribution helps you to categorize the types of contribution an employee received.
- This will affect the types of contribution they need to provide (EPF/SOCSO/PCB, etc)
- This is useful if you have different types of workers such as permanent worker, contract worker, foreign worker, etc
- **You can set the Employee/Employer EPF rate, OT calculation and Tax calculation here.**

Step 1: Select Payroll, click Maintenance and then click Maintain Contribution.
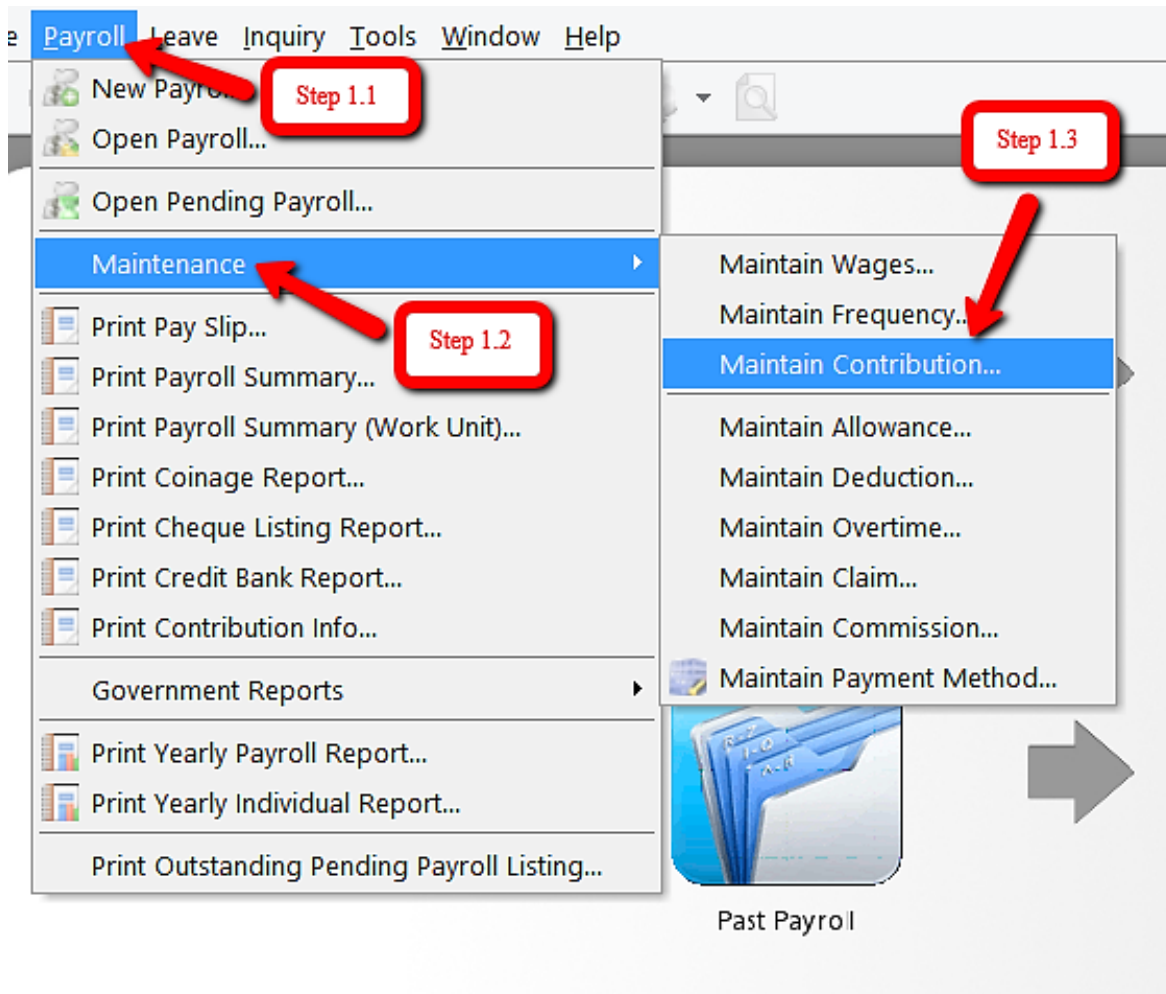
Step 2: Click New to create New Contribution
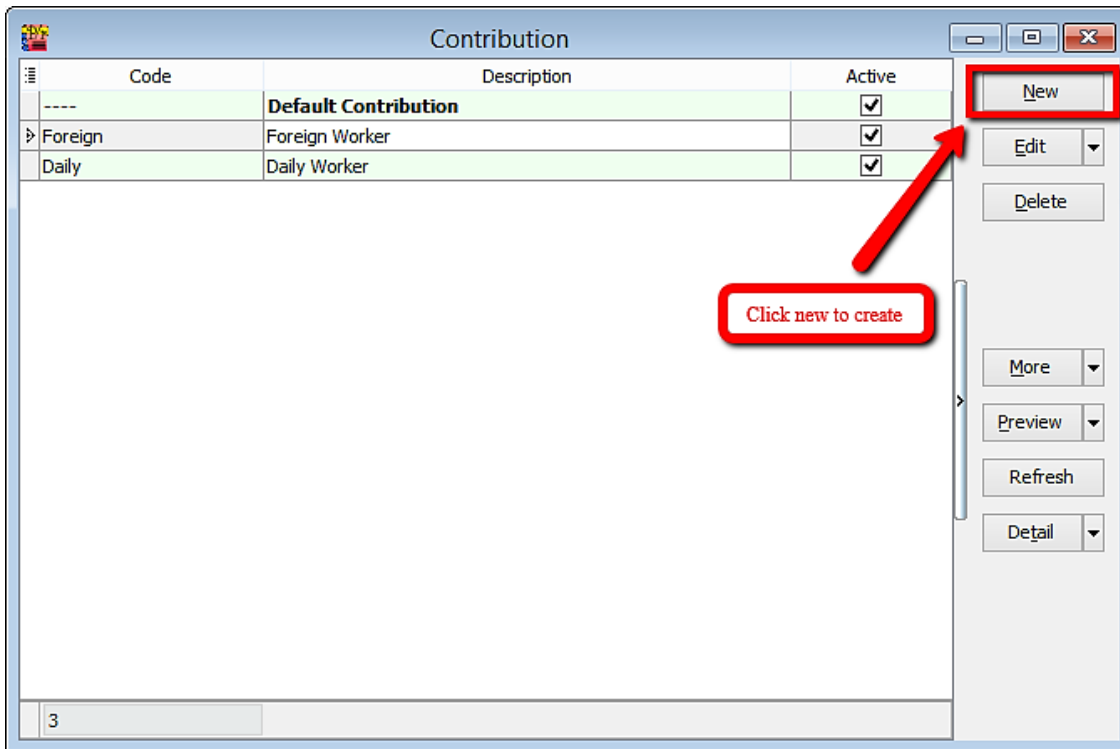
Step 3: Key in the details and tick the required contribution.
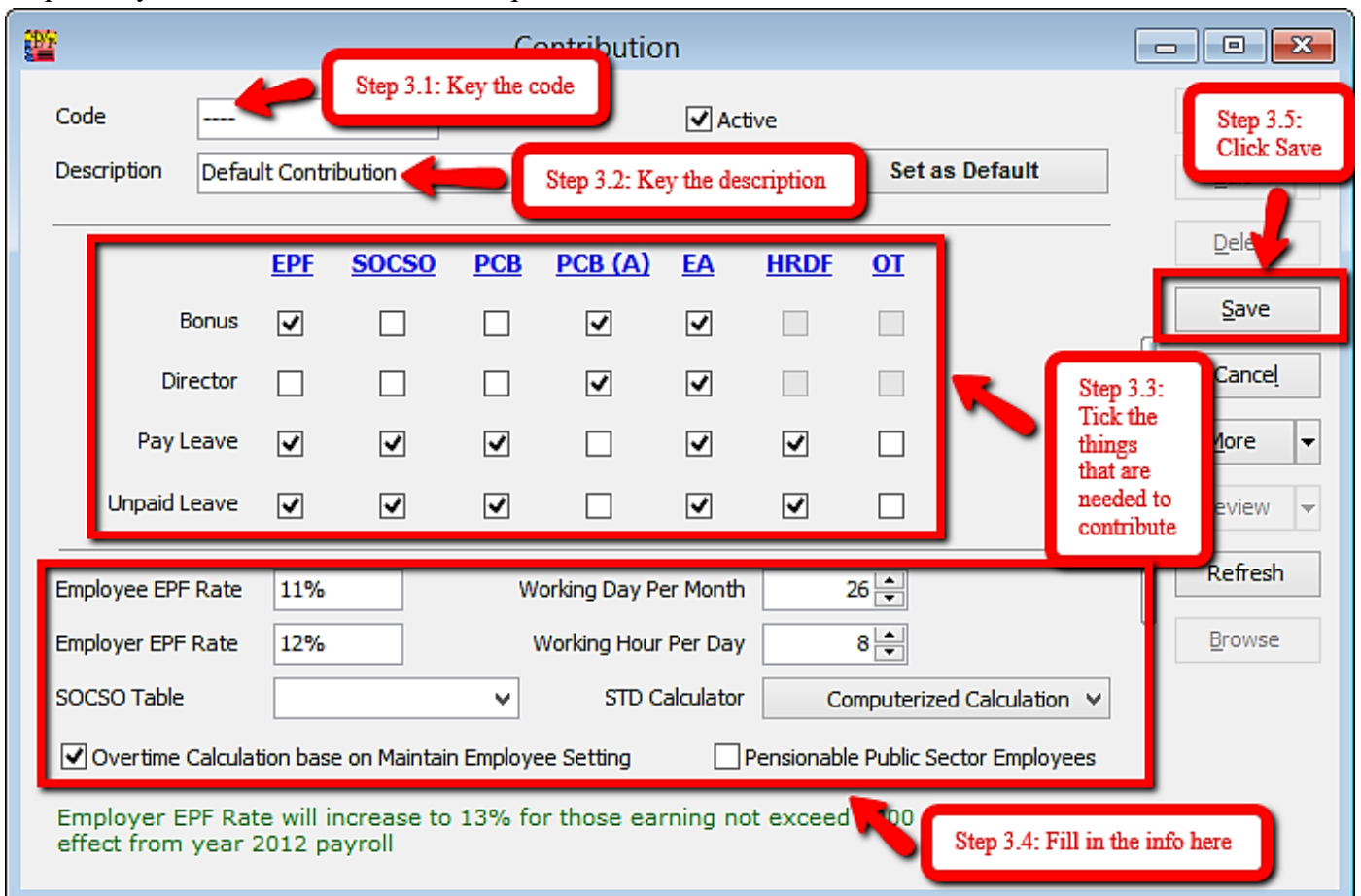
Types of contributions that are commonly used

Local Permanent workers

Foreign workers

Explanation of terms in Maintain Contribution panel

Symbol	Explanation
1)	A unique name for the system to recognise the type of contribution
2)	The details of the contribution
3)	Allow this contribution to be selected in: Maintain employee >Payroll Info.
4)	Auto-select this contribution every time in: Maintain employee > Payroll Info.
5)	The amount of EPF needed to be pay by the **Employee**
6)	The amount of EPF needed to be pay by the **Employer**
7)	Which SOCSO table to follow (for default table, leave it empty) **Recommended** to leave blank
8)	Tick this will auto calculate the OT amount by: **Hourly Rate = Wage ÷ Working Day ÷ Working Hour** If untick, OT rate is needed to be manually keyed in after month end process
9)	The amount of days the employee work in a month (exclude Sunday)
10)	The amount of hours the employee work in a day (Please visit Daily Wage guide for more details)
11)	Which Scheduled Tax Deduction (STD) calculator to follow. **Recommended** to follow computerized calculation
12)	When tick, **employee** do not need to pay EPF but **employer** have to pay 17.5% This is for public sector employee who is already a pensioner but choose to remain working.

Symbol	Explanation
a)	Contribute to the Employees Provident Fund (EPF)
b)	Contribution to Social Security Organization (SOCSO)
c)	Contribution to Potongan Cukai Berjadual (PCB), aka Monthly Tax Deduction (MTD) *Used for regular monthly pay out (e.g. wages, allowance, overtime, paid leave)
d)	Same as PCB but used for ad-hoc pay out (e.g. bonus, director fees, commission)
e)	Tick this means that employee that is selected with this wages type will have his/her payroll info to appear in the EA form.
f)	Human Resources Development Fund (HRDF), the amount that you contribute to the fund *will appear in contribution report
g)	Allow **other than wages** amount to contribute to Over Time (OT) e.g. Wages RM1000, Bonus RM500 **Without** tick, OT will be based on Wage RM1000 when calculating the amount **With** tick, OT will be based on Wage RM1000 + Bonus RM500 when calculating the amount.

SQL Payroll latest version 125 and above:
ADD "auto claim SOCSO for PCB calculation" option at Maintain Contribution.

3. ADD "auto claim SOCSO for PCB calculation" option at Maintain Contribution.

Maintain Allowance

- Setting up Maintain Allowance enables you to categorize the type of allowances that an employee is entitled to.
- This will affect the types of contribution they need to provide (EPF/SOCSO/PCB, etc)
- This is useful if you have different types of allowances e.g. Petrol, Mobile Phone, Meal Allowance, etc.

Step 1: Select Payroll, click Maintenance and then click Maintain Allowance.
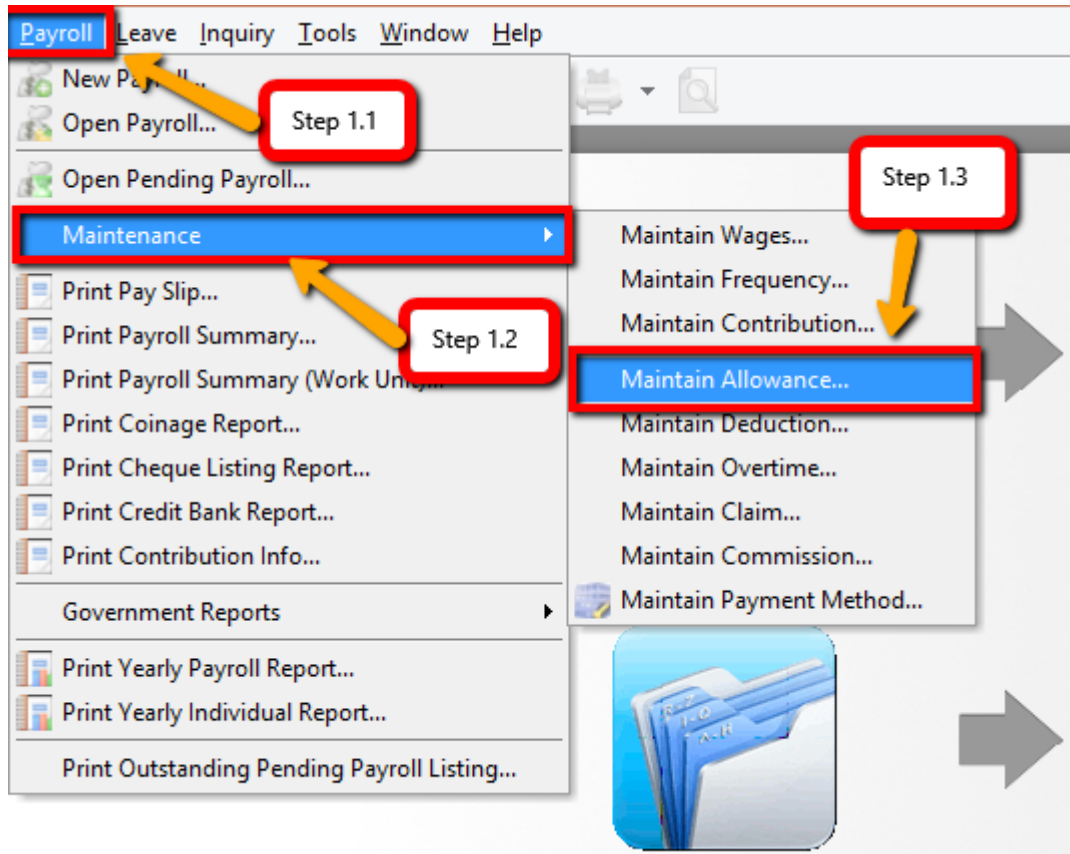
Step 2: Click New to create a New
Allowance.
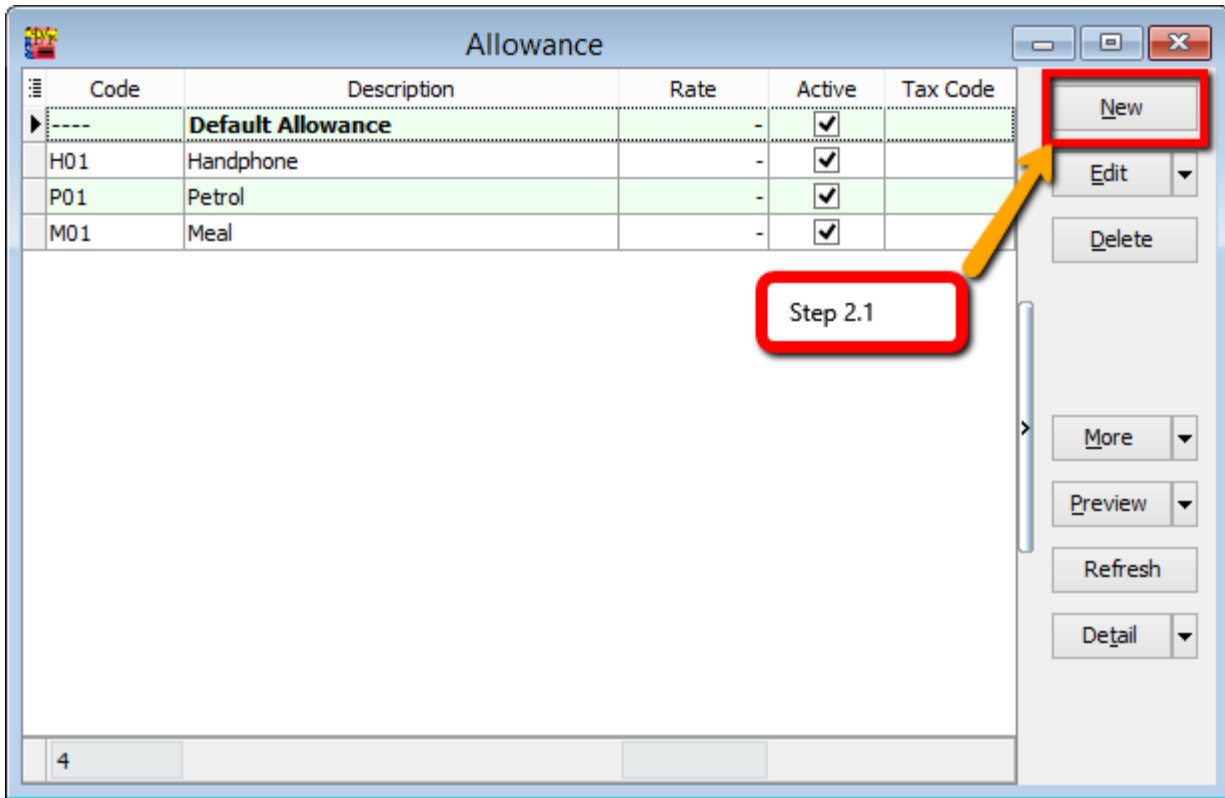
Step 3: Key in the details that you want to set in Maintain Allowance.
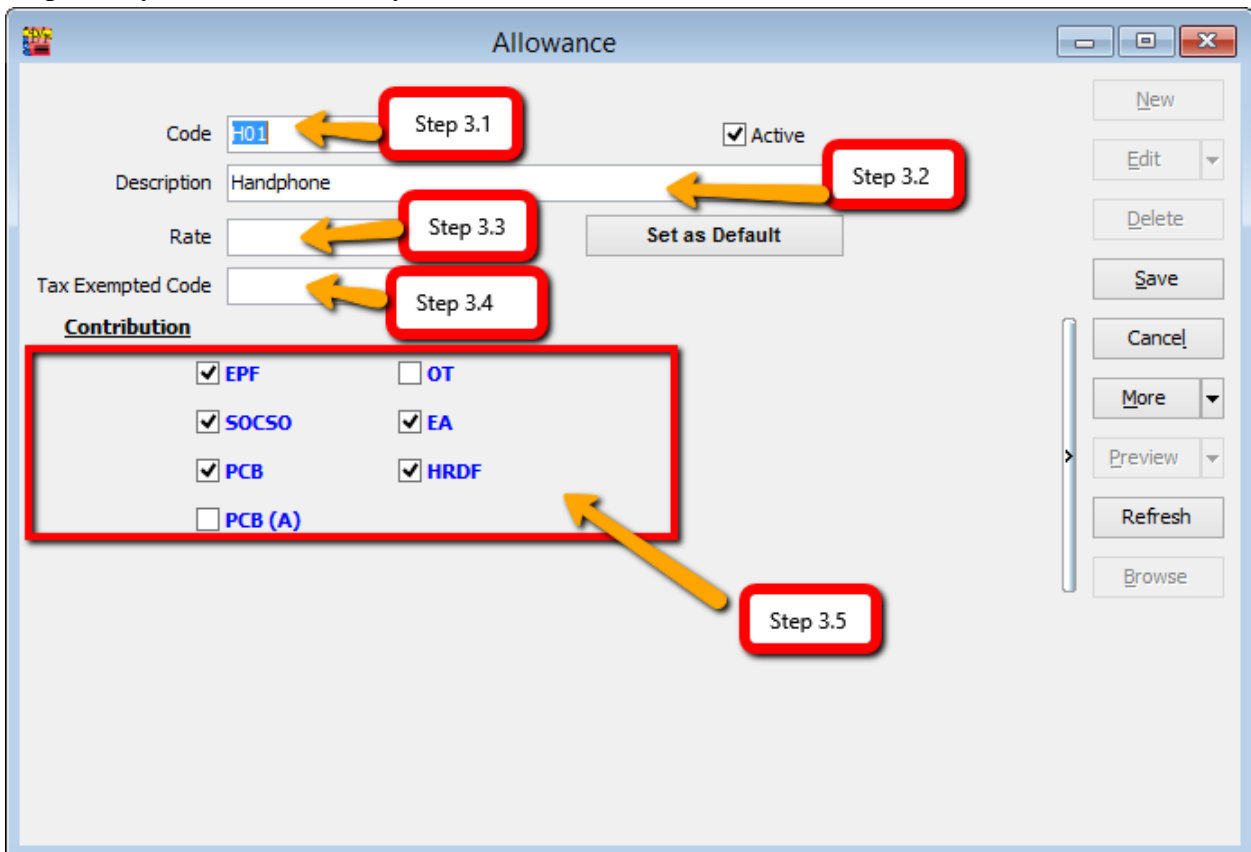
Step 3.1 – Key in the Allowance Code that you want to create.

Step 3.2 – Key in the Description of the Allowance.

Step 3.3 – Key in the fixed amount for the Allowance, e.g. if handphone allowance is fixed at RM 300 for every employee then you can insert the rate of RM 300 but if it is not fixed leave it blank.

Step 3.4 – If the allowance is tax exempted then you may insert the tax exempted code.

Step 3.5 – Tick or un-tick the contribution of the allowance.

Step 4: After creating the master file for Allowance, you can add the fixed allowance for employees accordingly.

OR you can also insert the allowances after doing month end process as below:

Allowance settings are the same as deduction settings; they are not compulsory and depend on each company's policy.

Maintain Overtime

- Setting Maintain Overtime helps you to categorize the types of overtime.
- This will affect the types of contribution they need to provide (EPF/SOCSO/PCB & etc)
- The settings will affect the calculation of overtime.

Step 1: Select Payroll then look for Maintenance and then click Maintain Overtime.
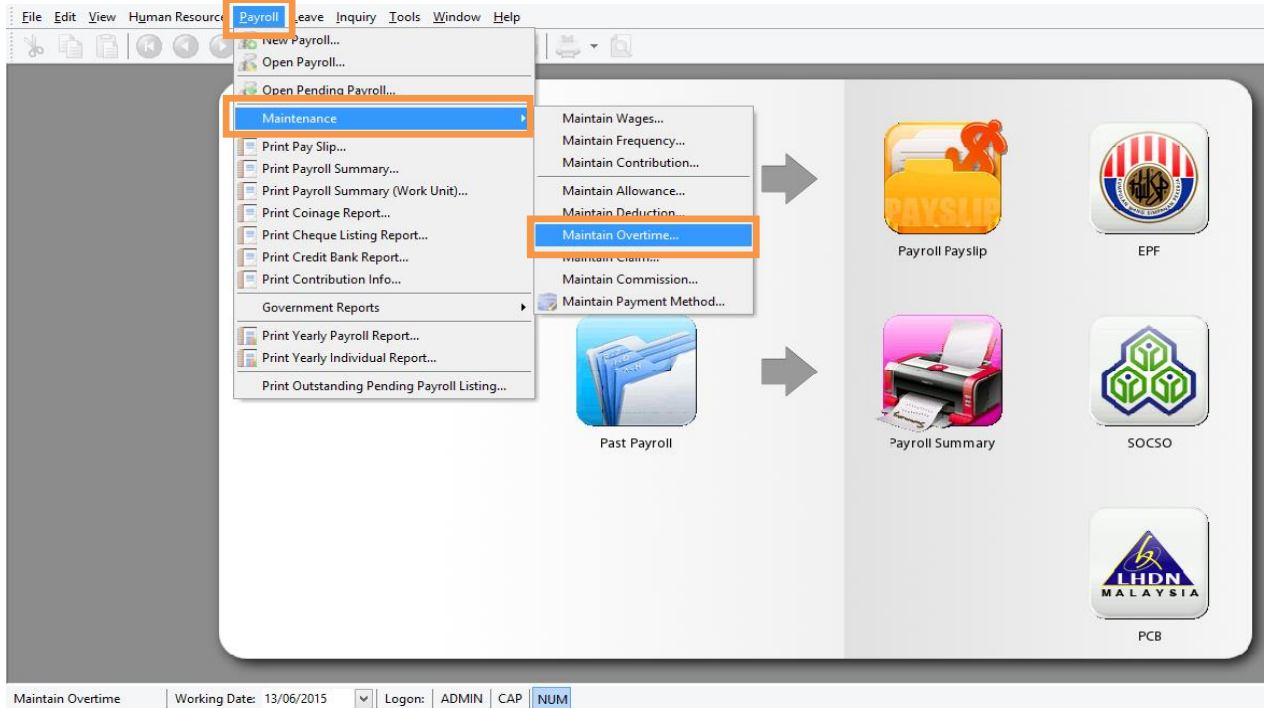
Step 2: By default, certain overtime settings are built in but you can click New to create your company overtime settings.
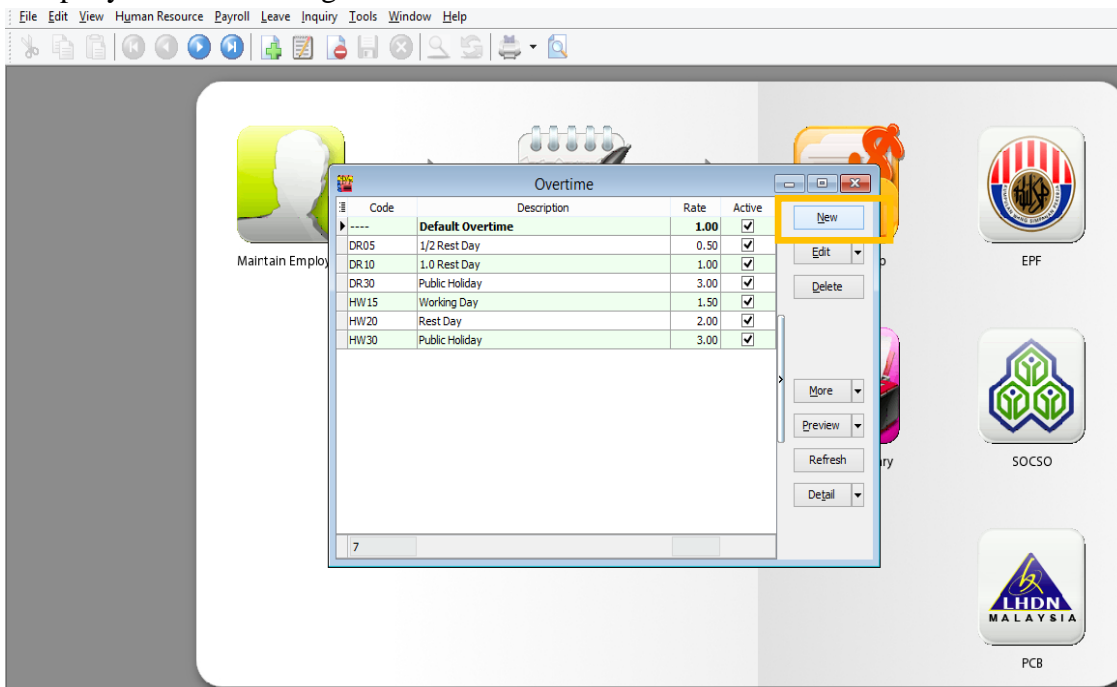
Step 3: Key-in Overtime as below

Step 3.1 – Insert the Code and Description of the Overtime that you want to create.
Step 3.2 – Insert the Rate of the Overtime, e.g. the overtime rate is 1.5 as per overtime amount or double, triple of the overtime amount.
Step 3.3 – Unit Type is to set the overtime calculation hourly or daily.
Step 3.4 - Set the contribution of overtime with EPF, SOCSO, etc.

Step 4: Process the overtime with Month End first:
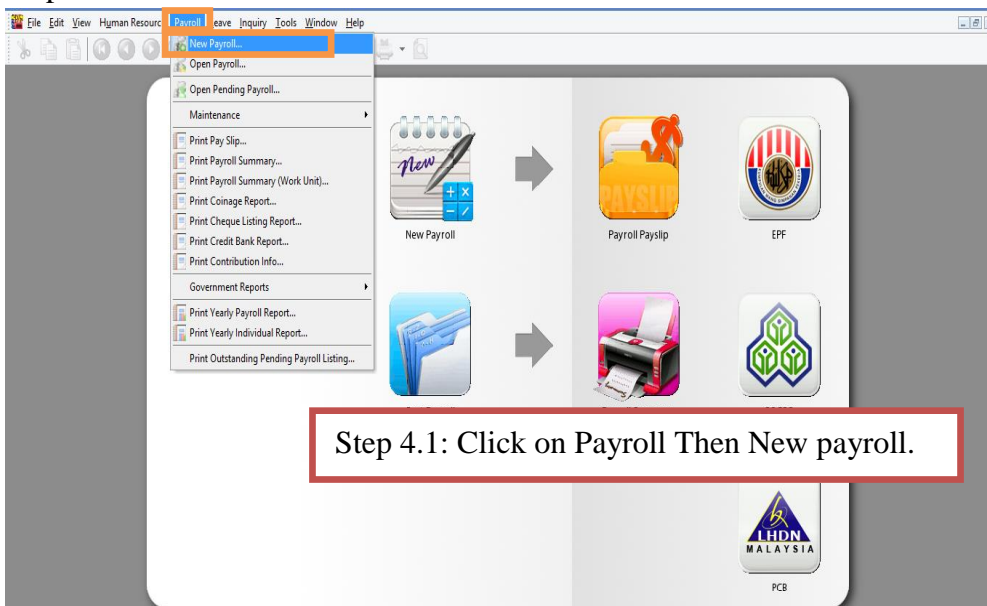
Step 4.1: Click on Payroll Then New payroll.

- To process the month FINAL payroll -

Transaction Posting

Year: 2015   Month: 6

Payroll Transaction

Process Date: 30/06/2015

Process From: 01/06/2015 To 30/06/2015 ...

Description

Description 1: Month End (06.2015)

Description 2:

Ref 1:

Ref 2:

☐ Include Default Wages/Allowance/Deduction in addition to Pending Transactions

Step 4.2: Click on Process.

Process

Code	Name
001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN
005	YAP KIM HOCK

Welcome

Month End (06.2015) - Jun 2015

Print Pay Slip   Print EPF Borang A

Print Payroll Summary   Print SOCSO Borang 8A

Print Payment Summary   Print Income Tax CP39

Step 4.3: Click the employee name.

5

Process Missing Employee

Step 4.4: Click the word overtime.

Press the " + " button to add the details that you want.

Step 4.6: Click arrow down to select the Code.

Key in the work unit as overtime hour, e.g. if Lee Chong Wai's overtime is 2 hours, just key in the number as 2.

Or, you can click the button beside Trans Date, and tick the column name Work Unit As Time

After selecting the column of Work Unit as Time, key in the overtime minutes e.g. 2 hours and 15 mins as below:
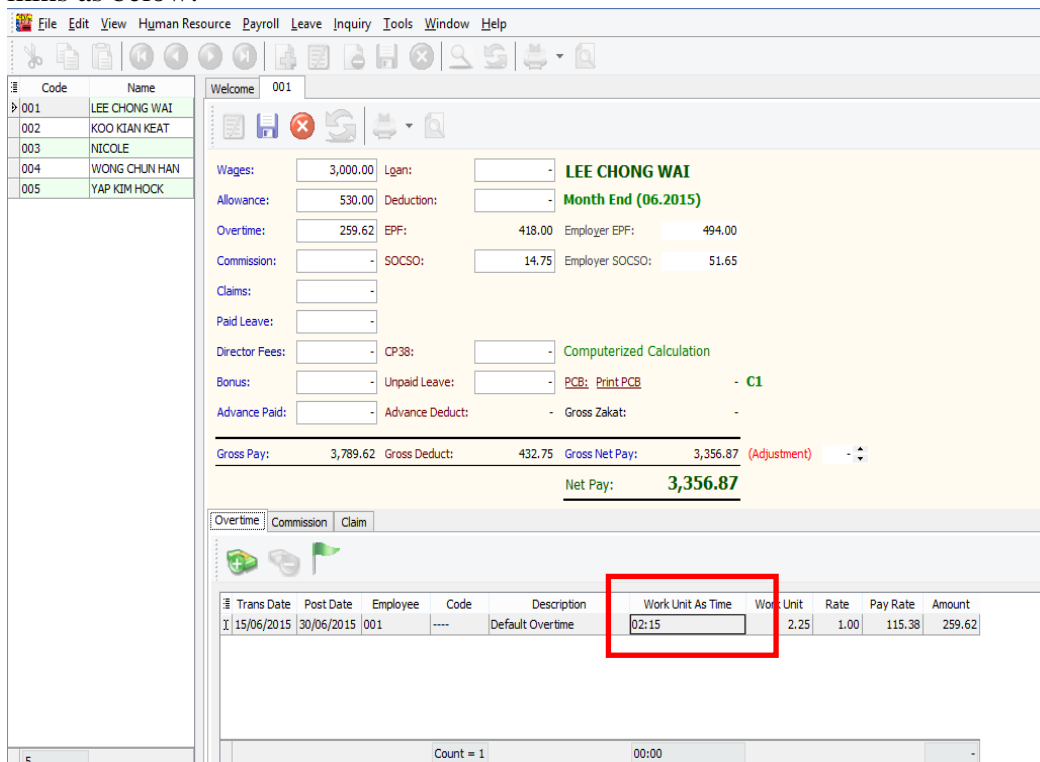
Maintain Payment Method

- Maintain Payment Method helps you to categorize how you want to pay your employees
- This is useful when you have different types of banks (MBB, HLB & etc)
  and methods of paying (Cash, Cheque, Transfer)
- Here we can set **auto rounding** so that all the final salary payment is rounded to the nearest 5 cents
  e.g. Employee total pay = RM1234.**56**
  After auto rounding, it will become RM1234.**55**

Step 1: Select Payroll | Maintenance | Maintain Payment Method.
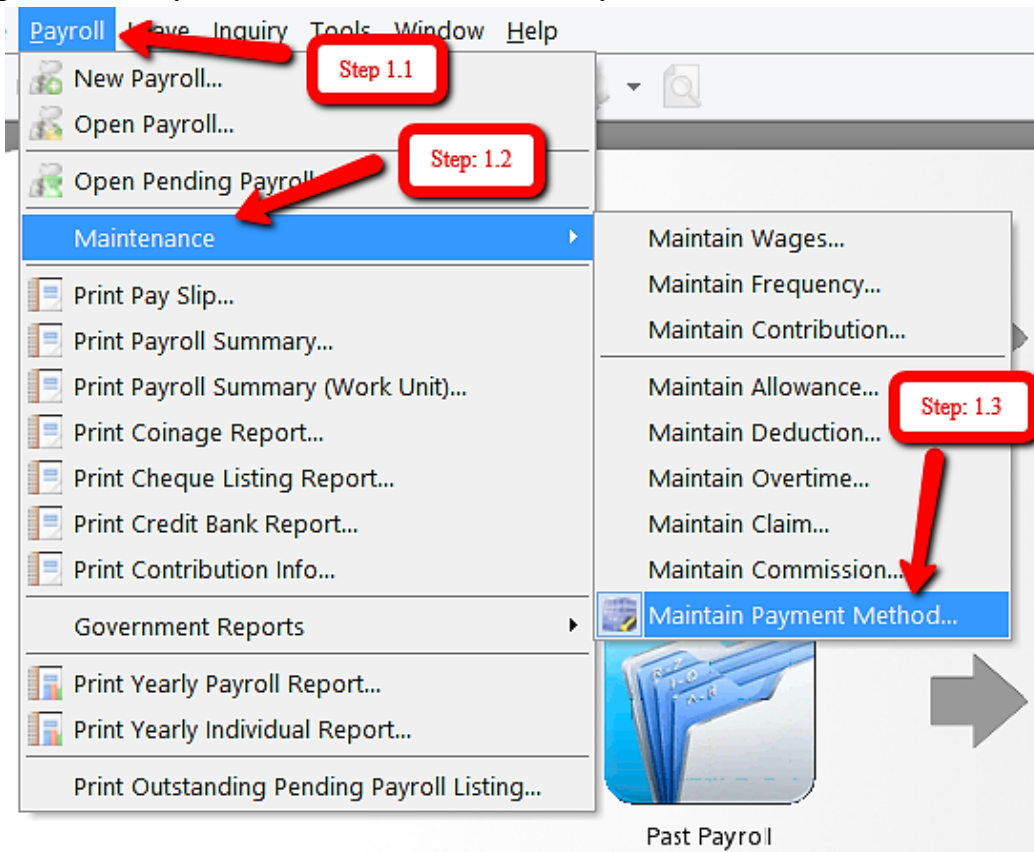
Step 2: Click New to create new Payment Method.

Payment Method

Code	Description	Active
-----	Default PaymentMethod	☑
MBB Transfer	**Maybank Transfer**	☑
MBB Cheque	Maybank Cheque	☑
HLB Transfer	Hong Leong Bank Transfer	☑
HLB Cheque	Hong Leong Bank Cheque	☑
RHB Transfer	RHB Transfer	

New
Edit
Delete
More
Preview
Refresh
Detail

Click new to create

Payment Method

1) Code   MBB Transfer   **14)** ☑ Active

2) Description   Maybank Transfer

3) Bank   Malayan Banking Berhad

4) Bank Account No.   123456789000

5) Bank Charge   0.10

6) Payment Type   Direct Transfer

7) Net Pay   Payroll Rounding

8) Branch   PULAU PINANG

9) Address   5, JALAN BESI 123/79D

11600 JELUTONG

PULAU PINANG

10) Contact Person   Ali

11) Ref   ali@gmail.com

12) Phone   03-1234 1234   **15)** Fax

0123456789

13) GL Account

16) Set as Default

Remember to save

Edit
Delete
Save
Cancel
More
Preview
Refresh
Browse

Key in the information here

Symbol	Explanation	Symbol	Explanation
1)	A unique name for the system to recognise the type of payment method	10)	The name of the person that the employer liaise with the bank
2)	The details of the payment method	11)	Any additional remarks
3)	The name of the bank	12)	The phone number of the bank
4)	The employer's bank account number	13)	The account number/name that is used to record the payment (reference purpose)
5)	The bank charges incurred when payment is made by this method	14)	The payment method selected in: Maintain employee > Payroll Info.
6)	The mode of payment (cash, cheque, transfer)	15)	The fax number of the bank
7)	Allows 5cents rounding of net pay when 'Payroll rounding' is selected **(Please look at the page below for further explanation)**	16)	Payment method auto selected Maintain employee > Payroll Info.
8)	The branch of the bank that is issuing the payment issue to pay out		
9)	The address of the bank		

Explanation of Auto Rounding

A) Without auto rounding

After month end no adjustment will be shown.
However, adjustment can be changed manually by clicking the up/down arrow beside it.

No adjustment is made here

Gross net pay and net pay is still the same

B) With Auto Rounding

When 'Payroll Rounding' is selected in Net Pay

Correct payment method selected in Maintain Employee > Payroll Info.

After month end, it will auto adjust

LEE CHONG WAI
Month End (08.2015)

| Employer EPF: | 182.00 |
| Employer SOCSO: | 23.65 |

Computerized Calculation

PCB: Print PCB   - C1

Gross Zakat: -

| Gross Net Pay: | 1,234.56 | (Adjustment) -0.01 |
| Net Pay: | **1,234.55** | |

Adjustment is made automatically

Net pay has reduced to nearest 5 cents

Process Salary

You can choose the different options as below:

1) New Payroll

  - Enables you to process payroll as Final, Frequency or Ad Hoc basis.

2) Open Payroll

  - Enables you to re-open past payroll for checking or editing.

3) Open Pending Payroll

  - Enables you to key in the pending amount before final payroll process.
  - You may input the following types of pending amount:
      a) Wages
      b) Allowance
      c) Paid leave
      d) Overtime
      e) Claims
      f) Director Fees
      g) Commission
      h) Bonus
      i) Loan
      j) Deduction
      k) Unpaid leave
      l) Advance
      m) CP38

Month End Payroll

Step 1: Select Payroll then click New Payroll.

Step 1.1 – Some companies payroll cut off dates may not fall on the end of the month, e.g. if it falls on 26th of the month, you can preset your own company payroll cut off date through the " …" button.
Step 1.2 – Click the " Process " option.

Open Payroll

- Once you have processed the payroll and you can open the payroll again to view, and edit accordingly if there are any amendments to be made.

Step 1: Click Payroll and then select Open Payroll.
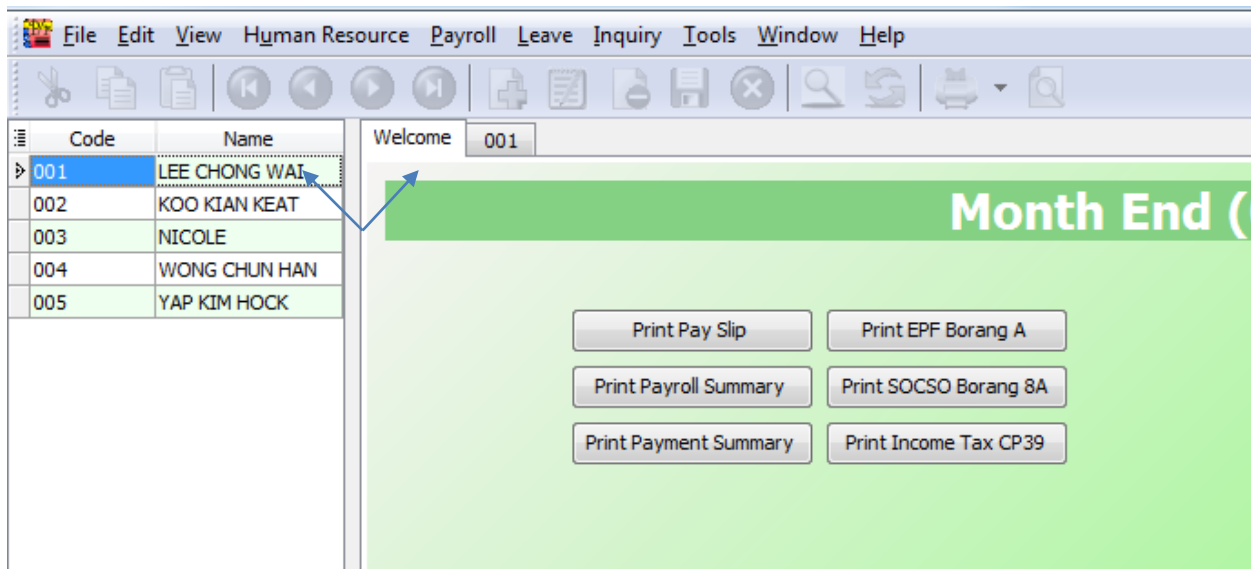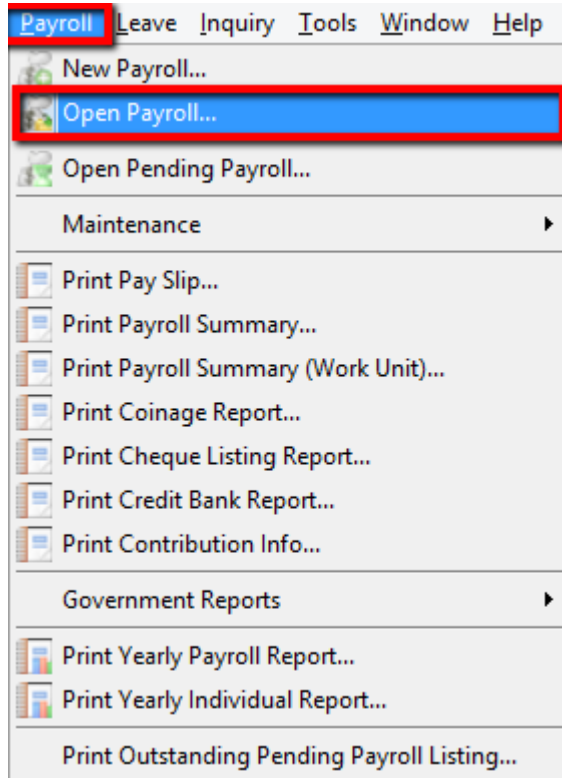
You can double click your Employee's Name to view and check.

Open Pending Payroll

- Before you process month end, you can use Open Pending Payroll to key in ad hoc details like extra allowance, overtime, claim, etc.

Step 1: Select Payroll then click Open Pending Payroll.
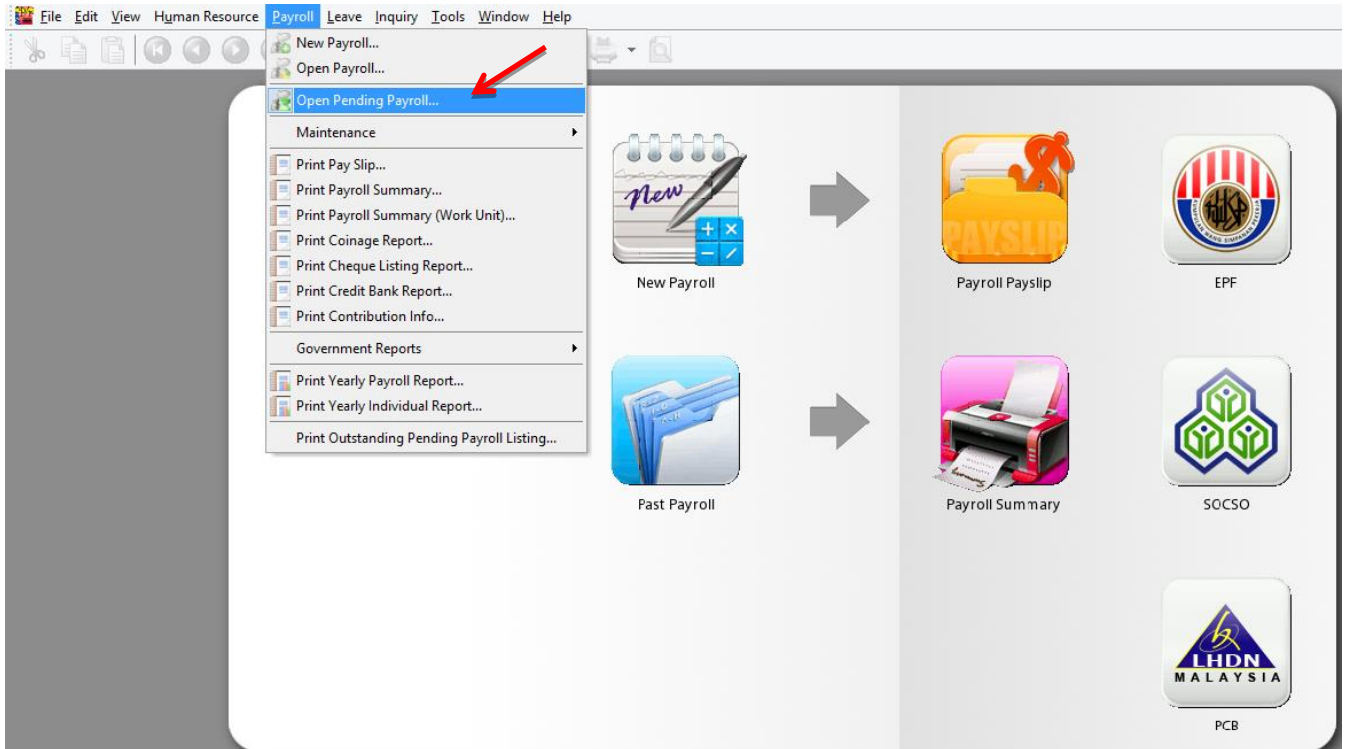
Step 2: Double Click on the type of ad hoc payroll that you want to key in, e.g. Overtime.
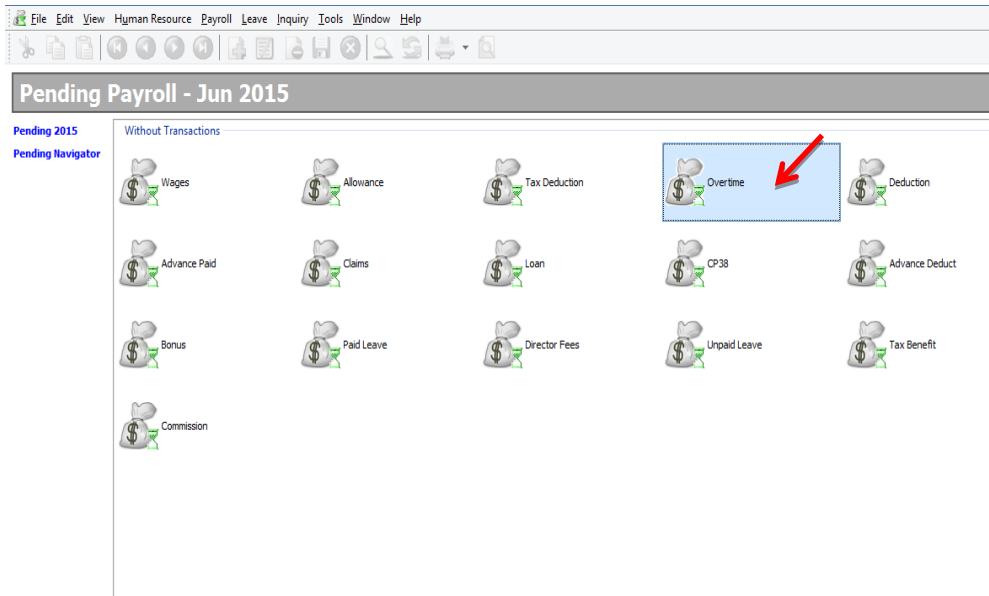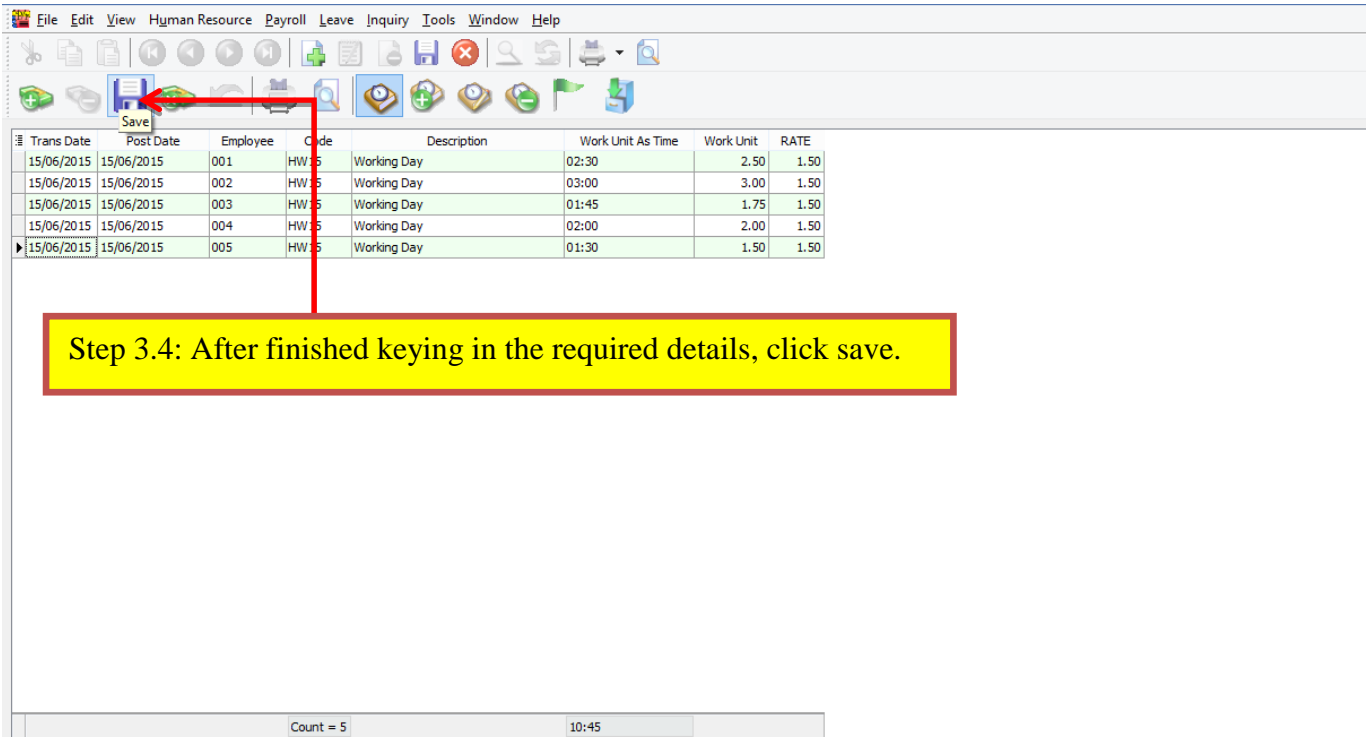
Step 3: Insert the details accordingly:

Step 3.1: Press on the " + " button to insert the details.

Step 3.2: Insert the details accordingly like employee, overtime code, work unit etc
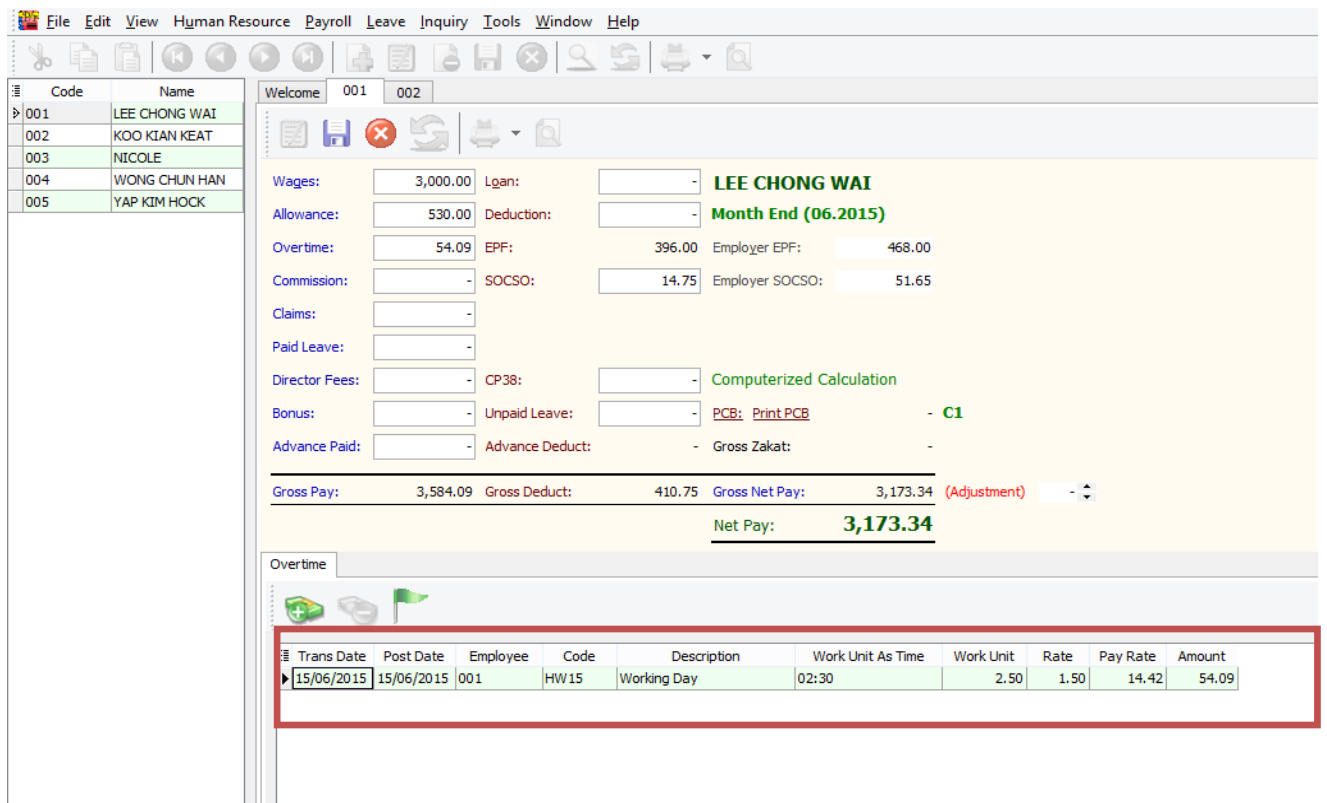
Trans Date	Post Date	Employee	Code	Description	Work Unit As Time	Work Unit	RATE
15/06/2015	15/06/2015	001	HW15	Working Day	02:30	2.50	1.50
15/06/2015	15/06/2015	002	HW15	Working Day	03:00	3.00	1.50
15/06/2015	15/06/2015	003	HW15	Working Day	01:45	1.75	1.50
15/06/2015	15/06/2015	004	HW15	Working Day	02:00	2.00	1.50
15/06/2015	15/06/2015	005	HW15	Working Day	01:30	1.50	1.50

Step 3.4: After finished keying in the required details, click save.

Count = 5   10:45

Step 4: After keying in the Ad Hoc details, you may process the Month End and view the results as below:

Code	Name
001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN
005	YAP KIM HOCK

Welcome 001 002

Wages:	3,000.00	Loan:	-	**LEE CHONG WAI**
Allowance:	530.00	Deduction:	-	**Month End (06.2015)**
Overtime:	54.09	EPF:	396.00	Employer EPF: 468.00
Commission:	-	SOCSO:	14.75	Employer SOCSO: 51.65
Claims:	-			
Paid Leave:	-			
Director Fees:	-	CP38:	-	Computerized Calculation
Bonus:	-	Unpaid Leave:	-	PCB: Print PCB - C1
Advance Paid:	-	Advance Deduct:	-	Gross Zakat: -

| Gross Pay: | 3,584.09 | Gross Deduct: | 410.75 | Gross Net Pay: | 3,173.34 | (Adjustment) | - |
| | | | | Net Pay: | **3,173.34** | | |

Overtime

Trans Date	Post Date	Employee	Code	Description	Work Unit As Time	Work Unit	Rate	Pay Rate	Amount
15/06/2015	15/06/2015	001	HW15	Working Day	02:30	2.50	1.50	14.42	54.09

Payroll Report

You can generate the following reports:

1) Print Pay Slip

- Enables you to generate the pay slips for the employees selected.

2) Print Payroll Summary

- Enables you to analyze the payroll for the month like wages, claims, unpaid leave, allowance, etc.

3) Print Coinage Report

- Enables you to count the number of currency notes/coins required for the pay amount.

4) Print Cheque Listing Report

- Enables you to generate the individual pay amount for bank.

5) Print Credit Bank Report

- Enables you to generate the individual pay amount via Direct Transfer service.

6) Government Reports

- Enables you to generate government reports, such as EPF Borang A, Income Tax EA, Sosco Borang 8A, etc.

7) Print Yearly Payroll Report

- Enables you to go generate 12 months payroll reports for individual employees.

8) Print Yearly Individual Report

- Enables you to choose the employees to view the detail 12 months payroll.

SQL Payroll Leave

This module is used for maintaining employee's leave, calendar and attendance reports.

It consists of 3 sections:

a) Maintenance

b) Leave Entitlement Processor

c) Leave Application

d) Reports

Maintenance Leave

1) Maintain Calendar

- Enables to set company calendar for a year, e.g. set the company rest day, public holiday, etc.

2) Maintain Leave Type

- Enables you to define the leave type, e.g. annual leave, medical leave, maternity, unpaid leave, etc.

- You can define the types of leave as below:

a) Is Entitled

b) Is Unpaid

c) B.Forward

3) Maintain Leave Group

- Enables you to customize leave policies for different levels of employees in the company.

- You can customize the scripts (under Tools → Maintain Script…) and set in the Leave Group.

Maintain Leave Type

- You need to make sure that you have done the settings for leave type and leave group before you can assign leave group to your employees. "**Leave Type**" means the nature of the leave, while "**Leave Group**" is the grouping of employees according to their leave entitlement.

Step 1: Point to "Leave" tab and select "Maintain Leave Type"
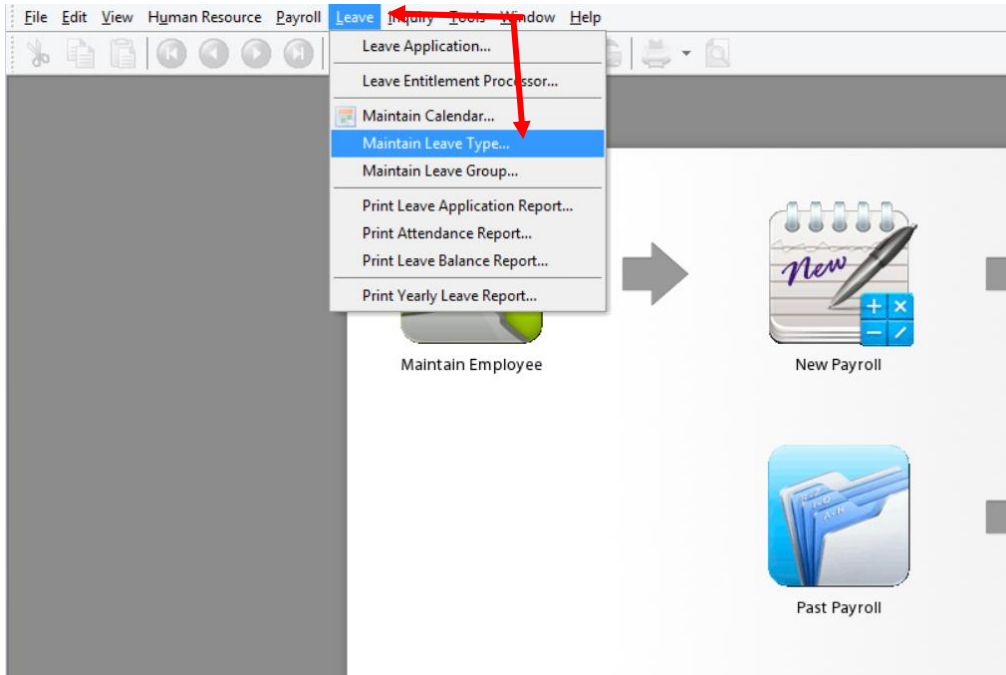
Step 2: Click "New" button on the upper right corner to create New Leave Type
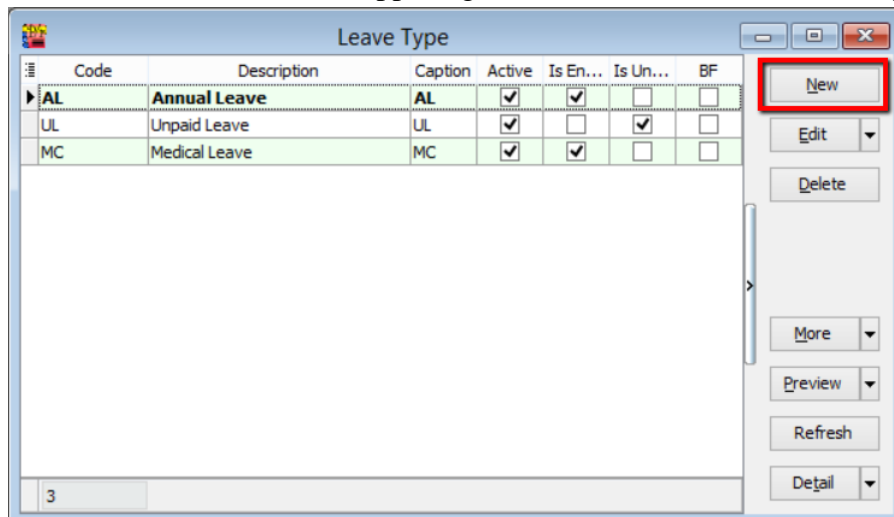
Step 3: Insert details such as code, description, caption, Is Entitled and then SAVE.

Maintain Leave Group

Step 1: Select "Leave" tab and click "Maintain Leave Group"
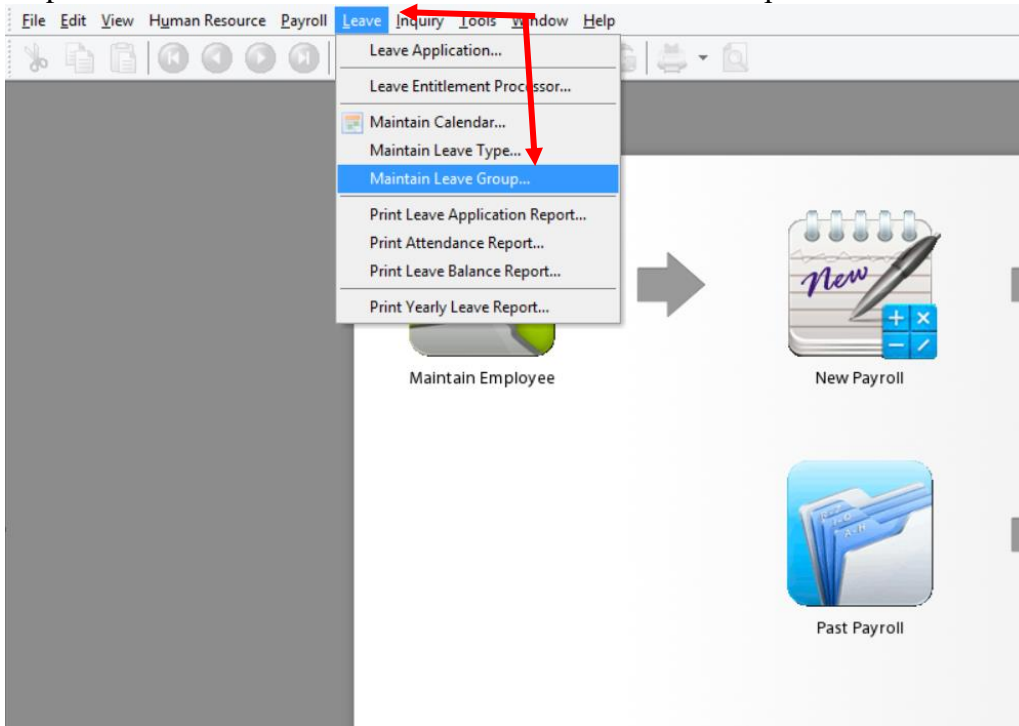
Step 2: Click "New" to create new leave group.
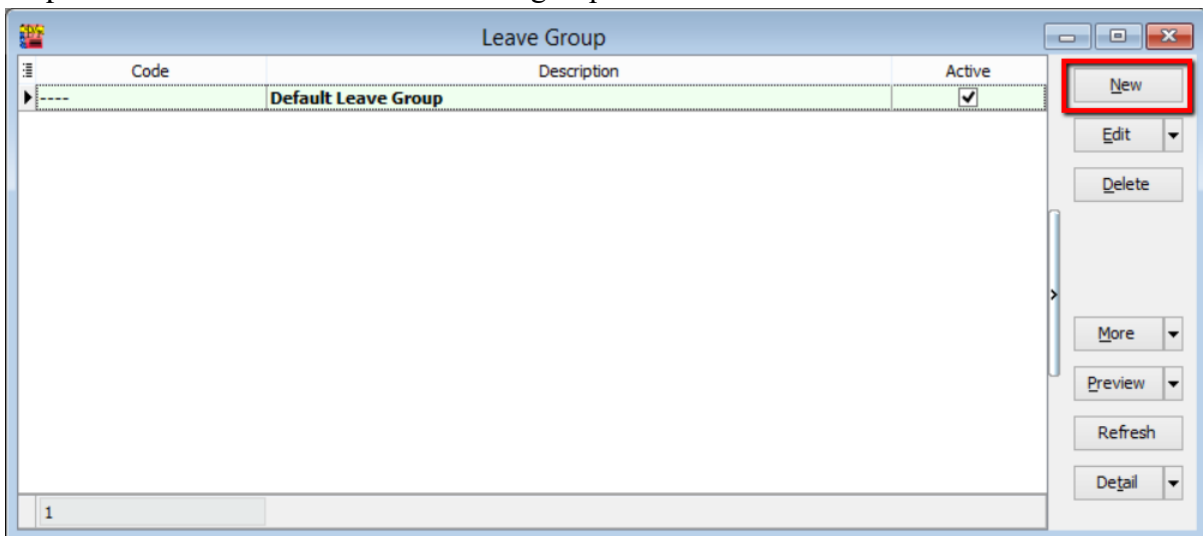
Step 3: Assign a code for your new leave group.
     e.g. FW for "Foreign Worker";
    Click the "+" button to select the entitled leave type for this particular leave group.
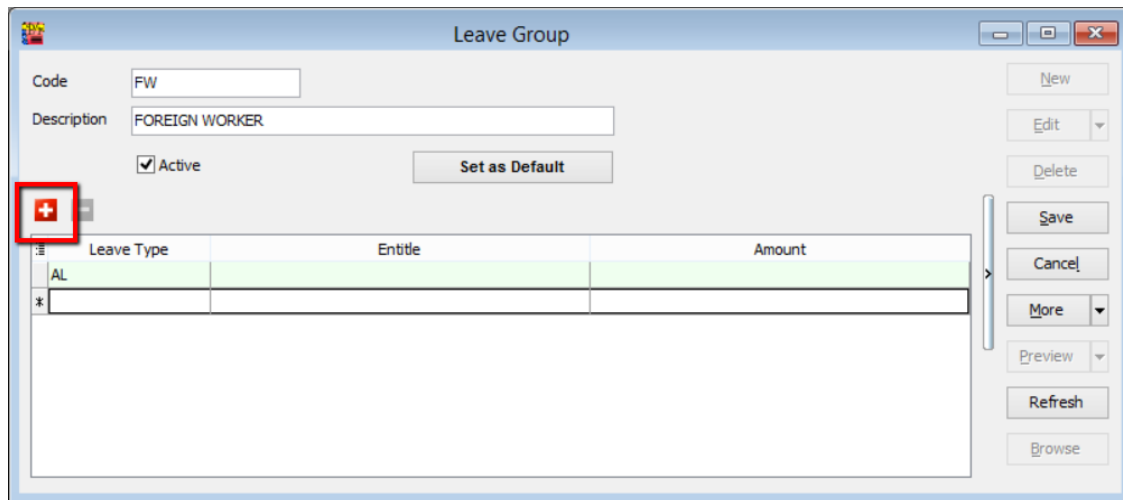
Step 4: E.g. "Annual Leave (AL)"

By default, the calculation for "Annual Leave" is as below:

Year of Service (Years)	Day of Leave Entitled (Days)
1 to 2	8
3 to 4	12
>4	16

If your company's annual leave policy follows this default setting, you can point to the "**Entitle**" tab and select "**Annual Leave Entitlement Policy**". The calculations will follow the default settings.
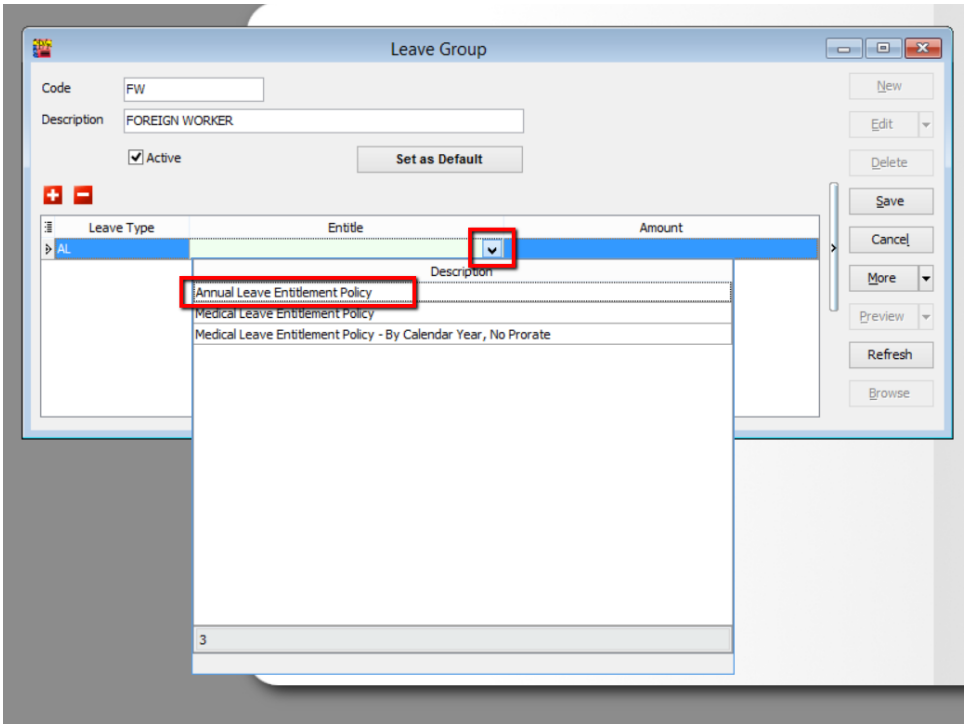
Step 5: If your company does not follow the default annual leave settings, you can always customise your own calculations by selecting the "Entitle (Table)" column.
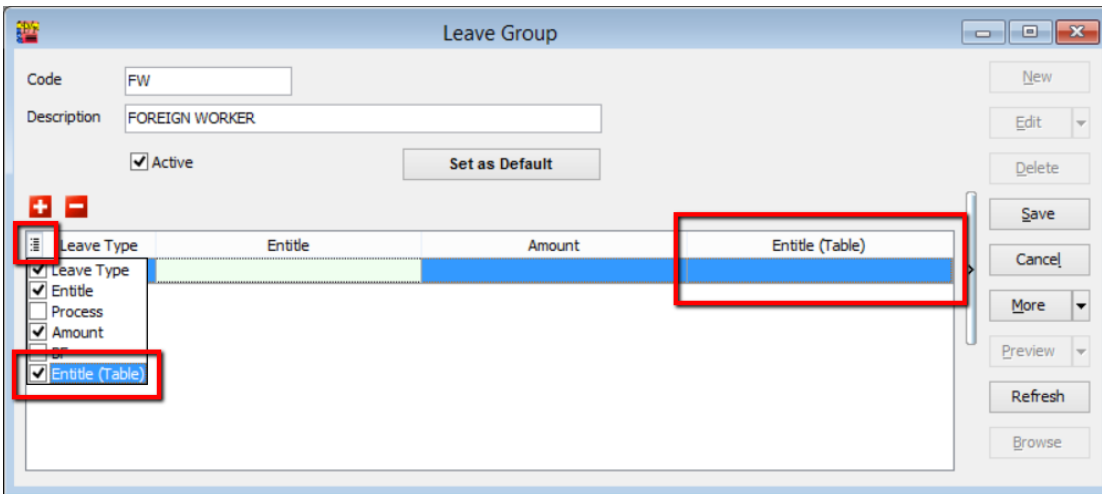
Select "**…**" button under "**Entitle (Table)**" tab.
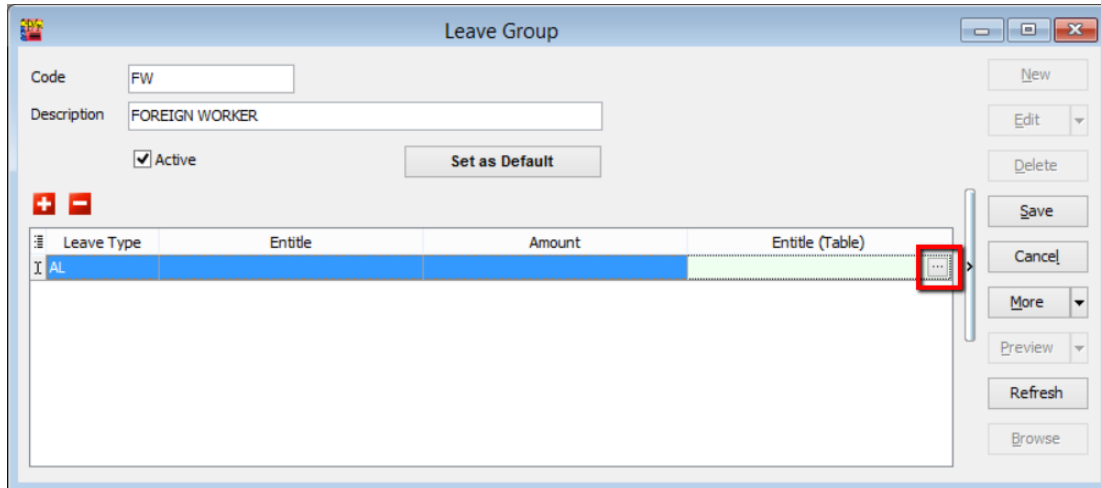
Click the "+" button to select the row bar for you to key in the "**Year From**", "**Year To**" and "**Days**".
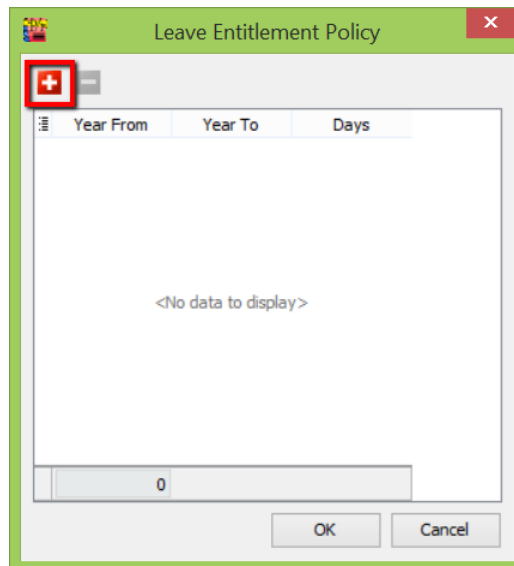
1) E.g. if your company's policy is as below:

Year of Service (Years)	Day of Leave Entitled (Days)
1 to 2	8
3 to 5	12
>5	18

You need to key in the table as below:

Year From	Year To	Days
1	2	8
3	5	12
5	99	18
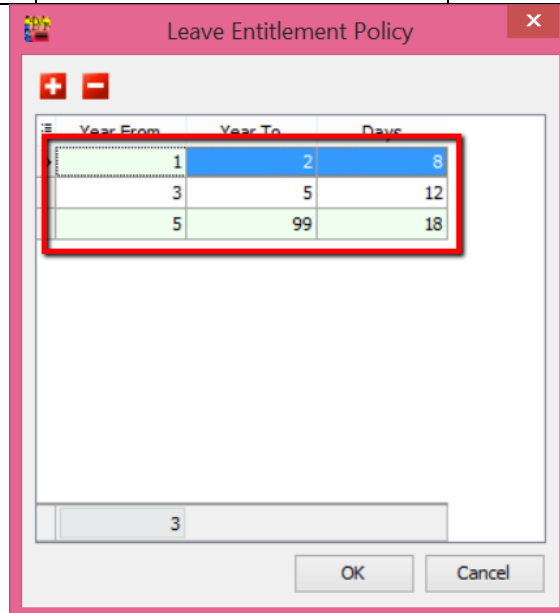
Click "**OK**". The new calculation will be shown clearly in the "**Entitle (Table)**" column. Click "**Save**"
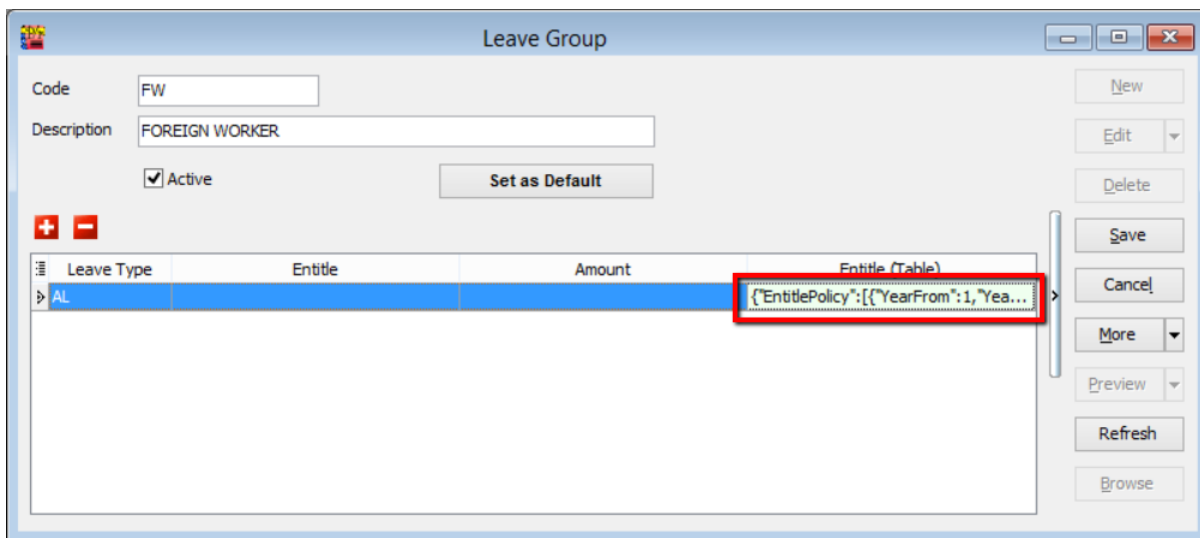
a) Employee Leave Group Assignment

1) Select "**Human Resource**" tab and click "**Maintain Employee**"
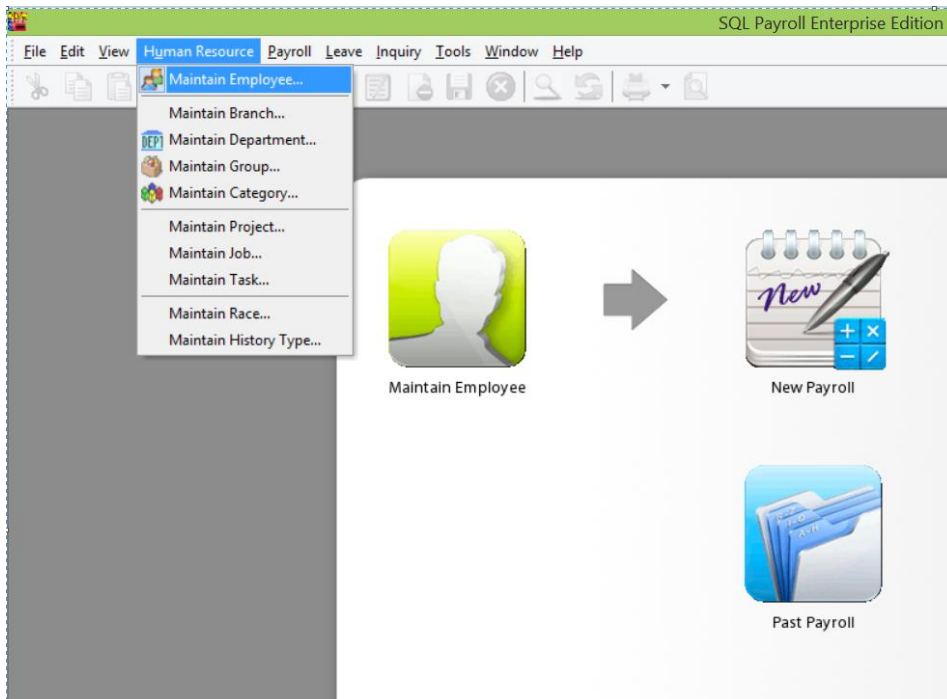
2) Select the employee e.g. Nicole. Click "Edit"
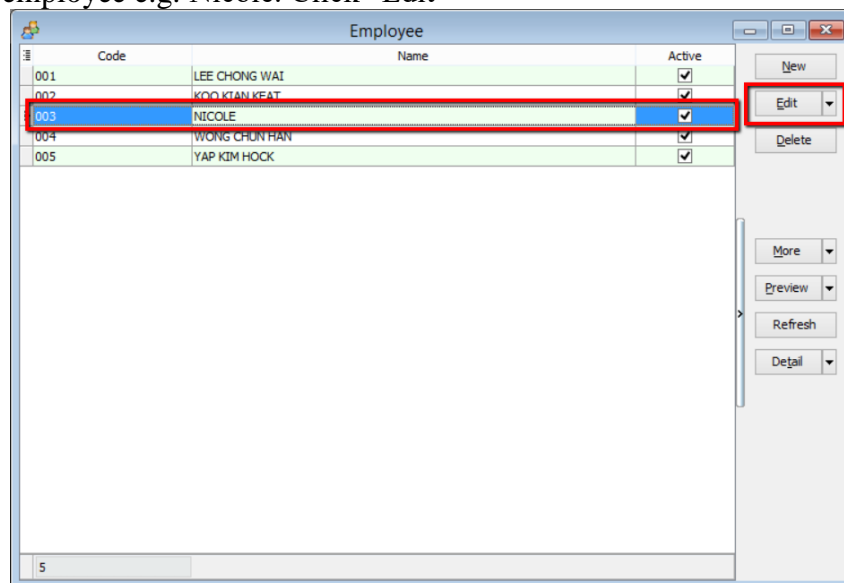
3) Click "**Grouping**" tab, and you will see "**Leave Group**" at the last panel.
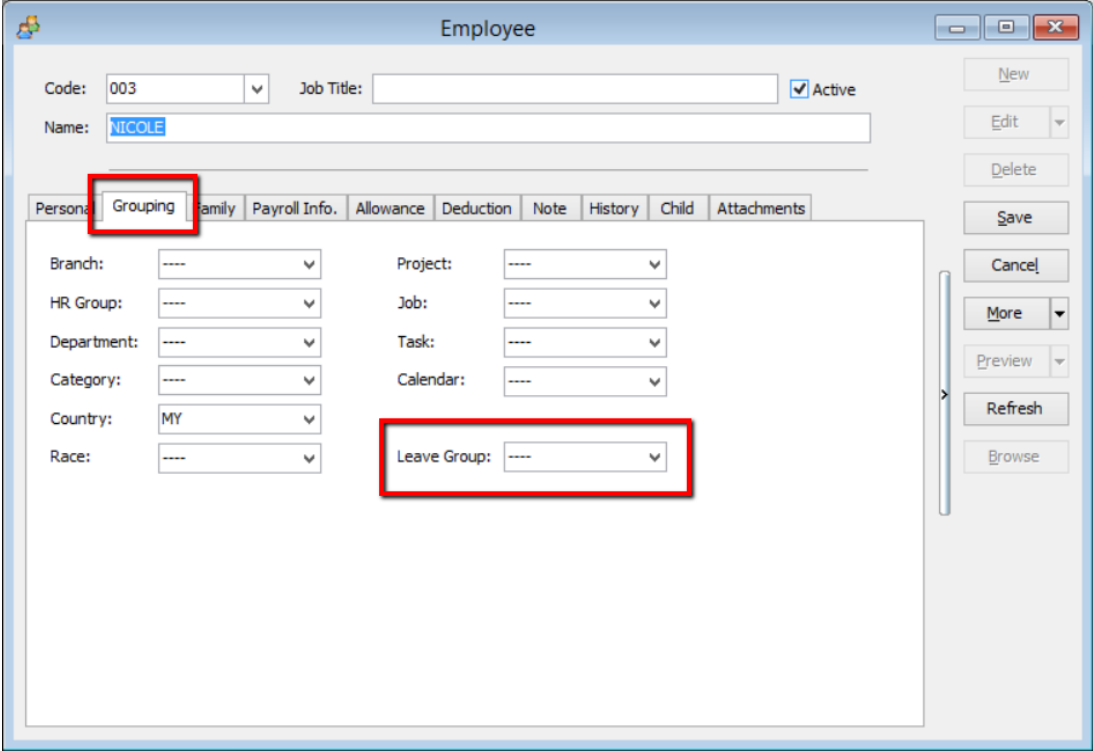
4) Assign relevant leave group; e.g. Foreign Worker (FW), click "**Save**"
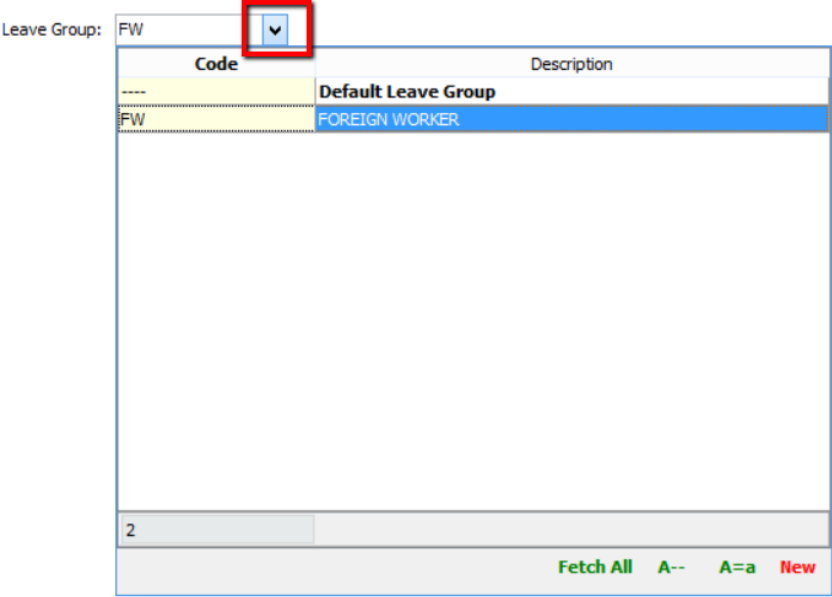
Leave Application

To record each employee's leave application. You can input any types of leave that you have defined in Maintain Leave Type.

You can set the calendar into an individual employee in Maintain Employee. It will be shown in the employee leave application.

It can monitor the leave applied based on the up-to-date number of leaves entitlement.

> For example,
>> *Annual Leave Entitlement = 12 days*
>> *Average Annual Leave Entitlement = 1 day per month*
>> *Annual Leave applied for a month;*
>>> *January = 0 day*
>>> *February = 1 day*
>>> *March = 0 day*

> From the above scenario, total annual leave entitled up to the month of April are 4 days including the month of April).

> It means the number of annual leaves remaining are (4 – 1) ie 3 days.

> If the employee applies 4 days leave in the month of April, the system will prompt the warning below. "You've taken 5.0 days of Annual Leave, but Annual Leave limit for April is 4.0 days."

> You can choose to Allow, Not Allow or Unpaid Leave.

1) Select "**Leave**" and click "**Leave Application**"
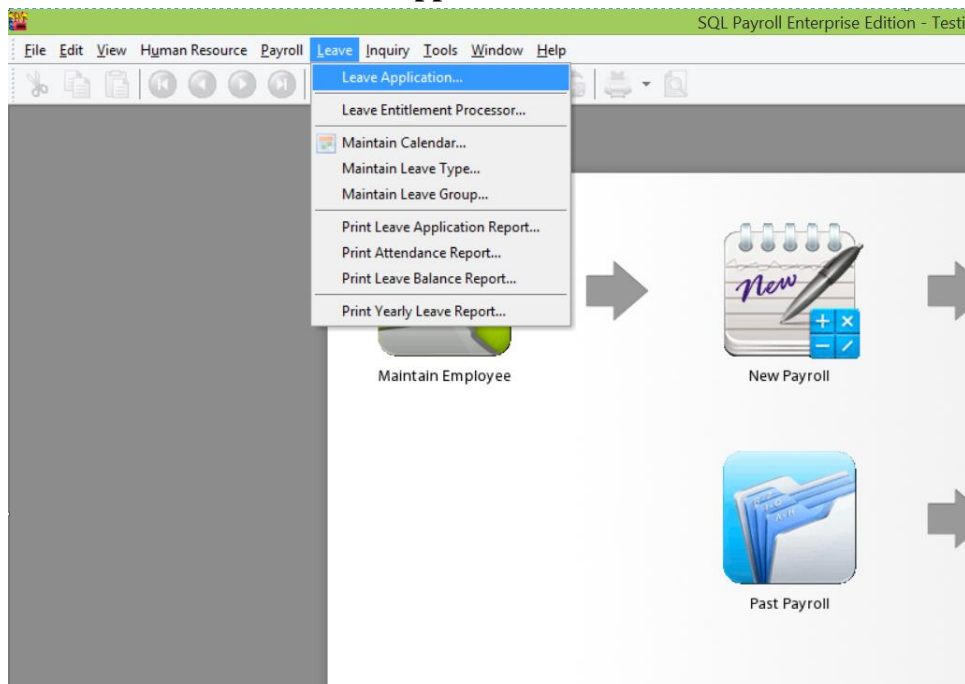
2) Select the year e.g. Year 2015
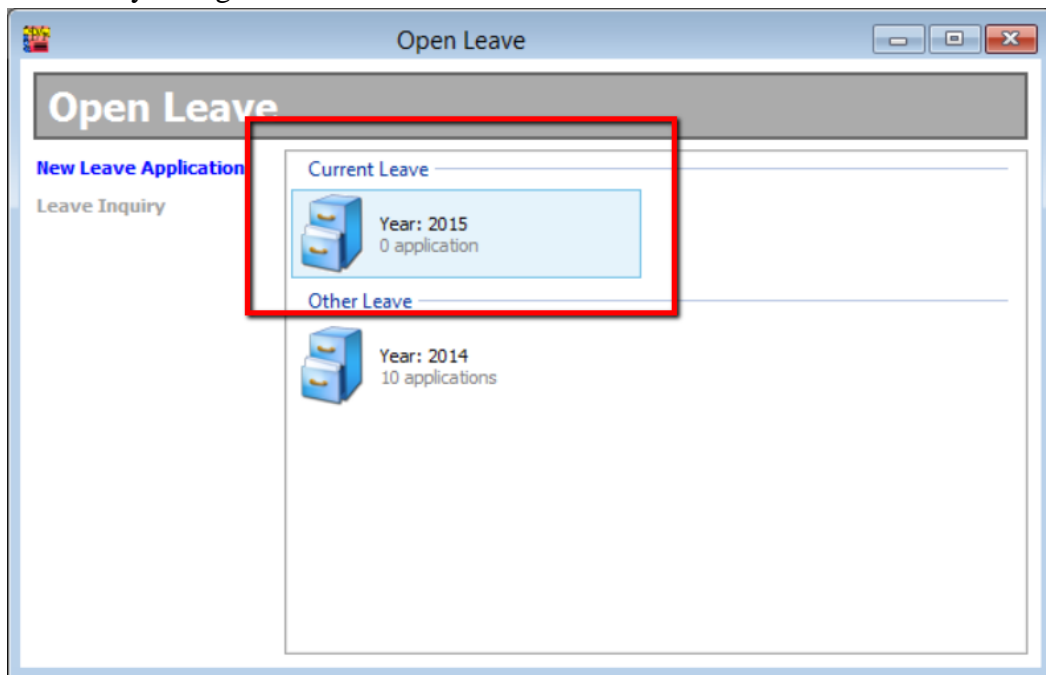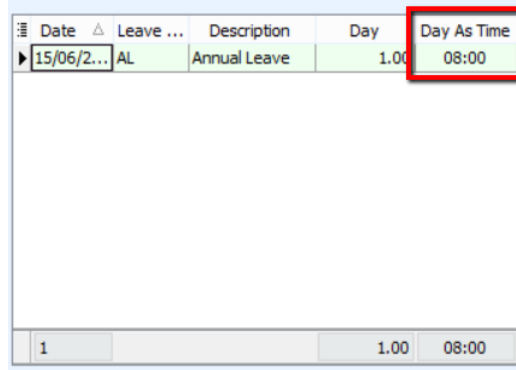
3) Select the name of the employee and double click it; e.g. Lee Chong Wai
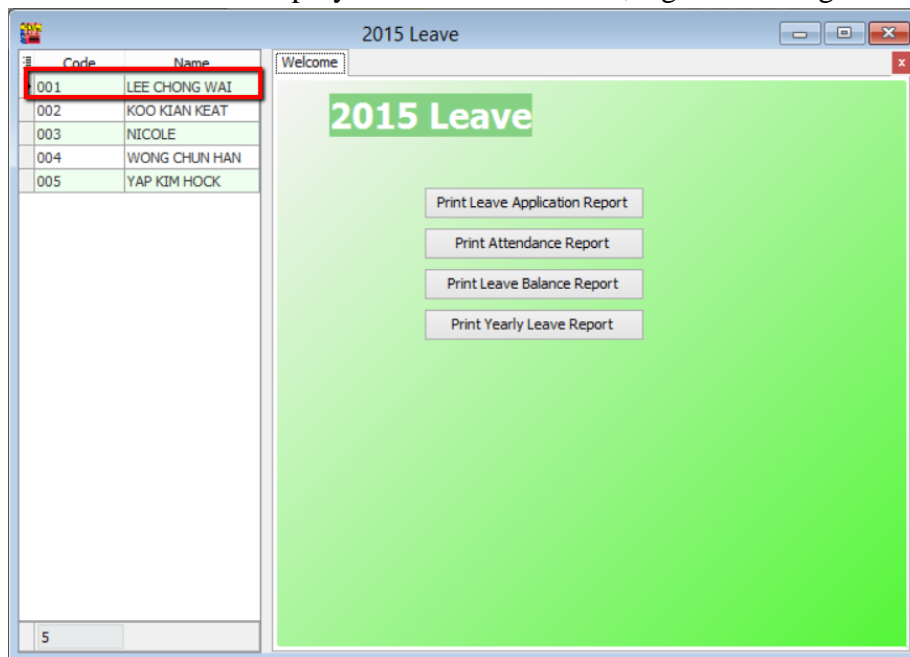
4) Click the "+" button. A row will appear in the display box where you can select the date, type of leave and the number of days as that your employee applied. Click "Save" once the application is done.
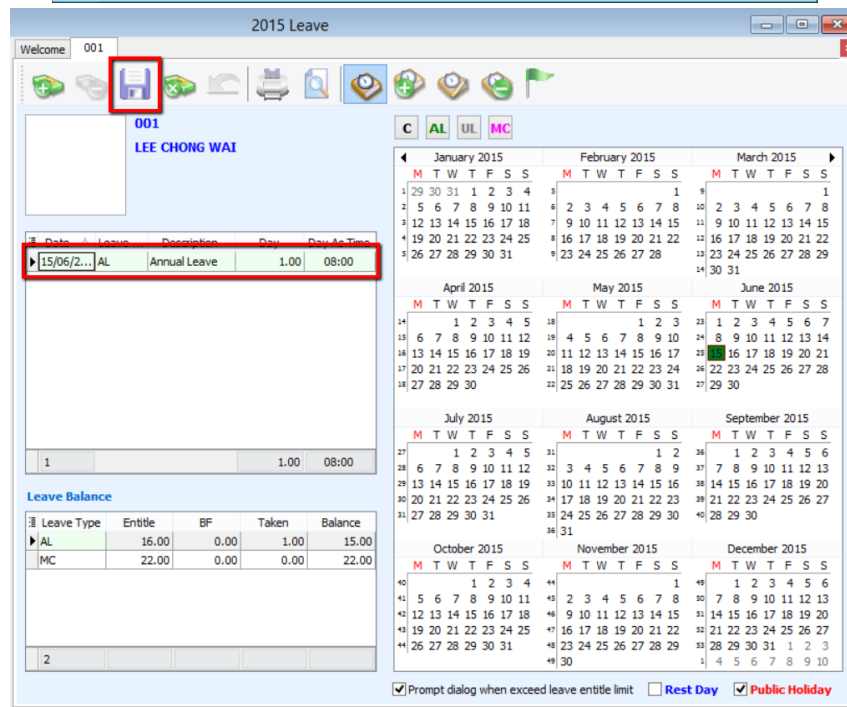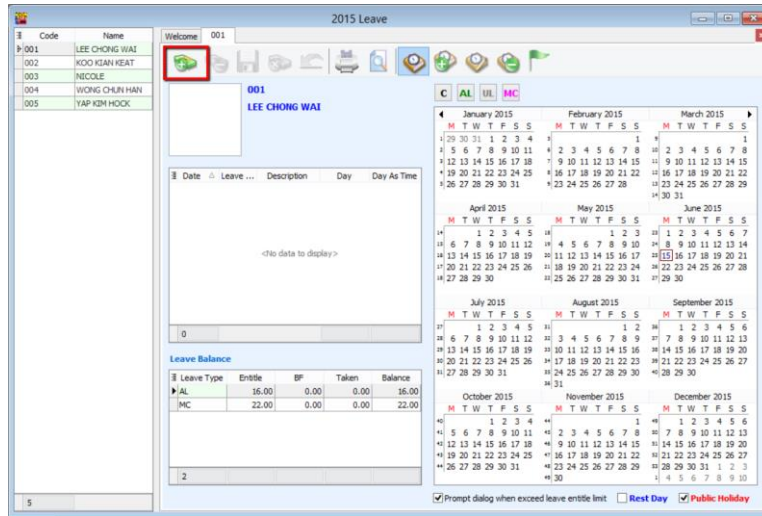
5) If your employee applies for half day leave or leave calculated in hours, select "Day As Time" column. 1 working day has 8 working hours.
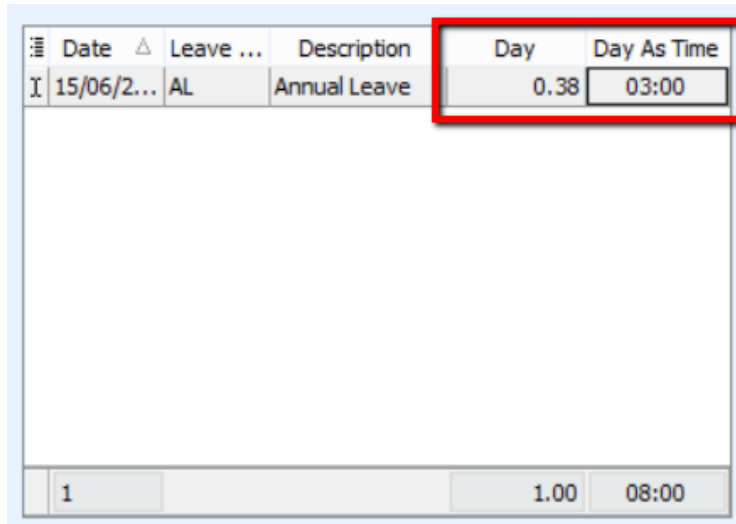
6) Select the duration of the leave; e.g. 3 hours. The system will automatically calculate the number of day as 0.38 day.

Leave Entitlement Processor
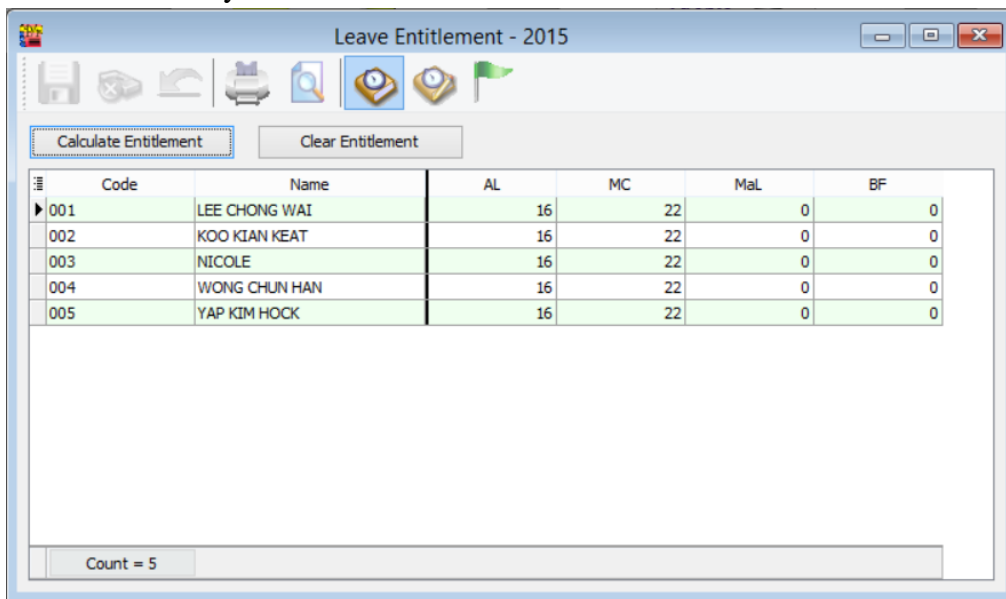
- **Enables you to process the annual leave entitlement for each employee based on the leave group.**

    1) Leave entitlement process can be done once a year. Select "Leave" and click "Leave Entitlement Processor".
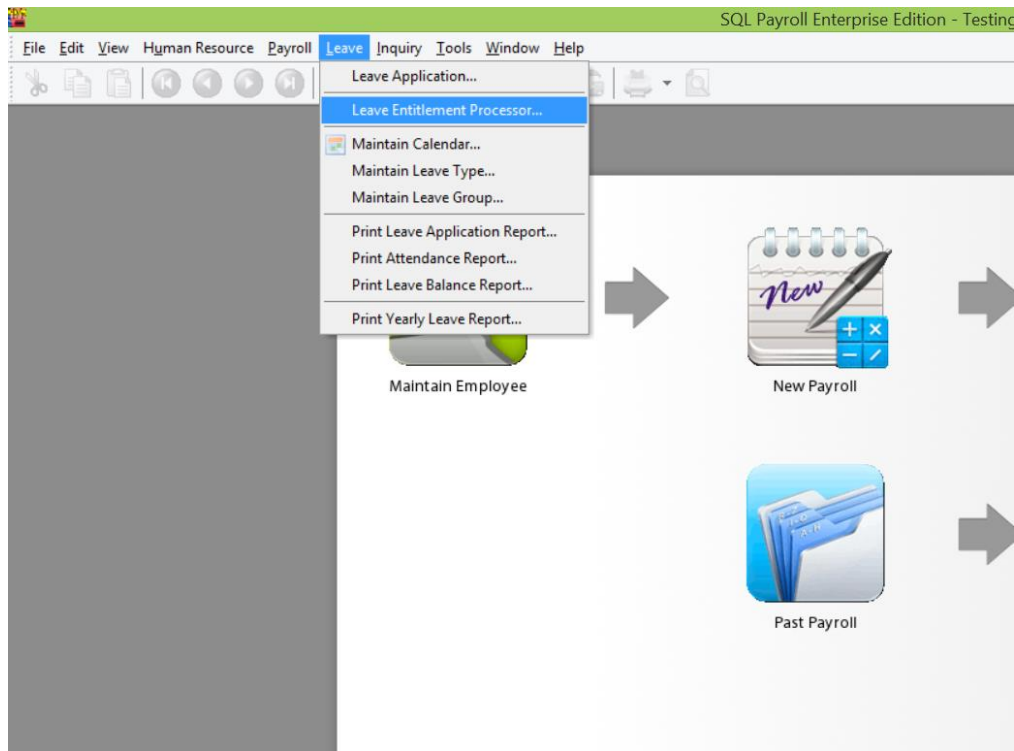
    2) Select the Transaction Posting Year; e.g. 2015. Click "Process"
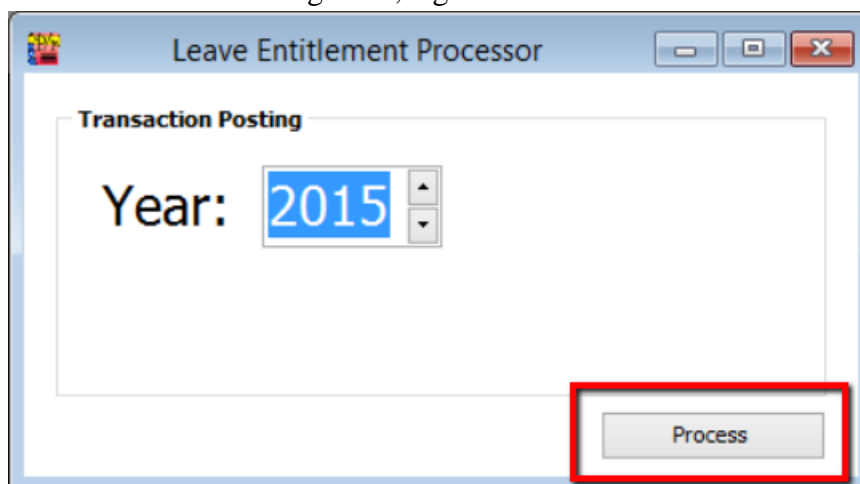
3) You will see a table showing the number of leaves that each and every employee is entitled to in the year 2015.
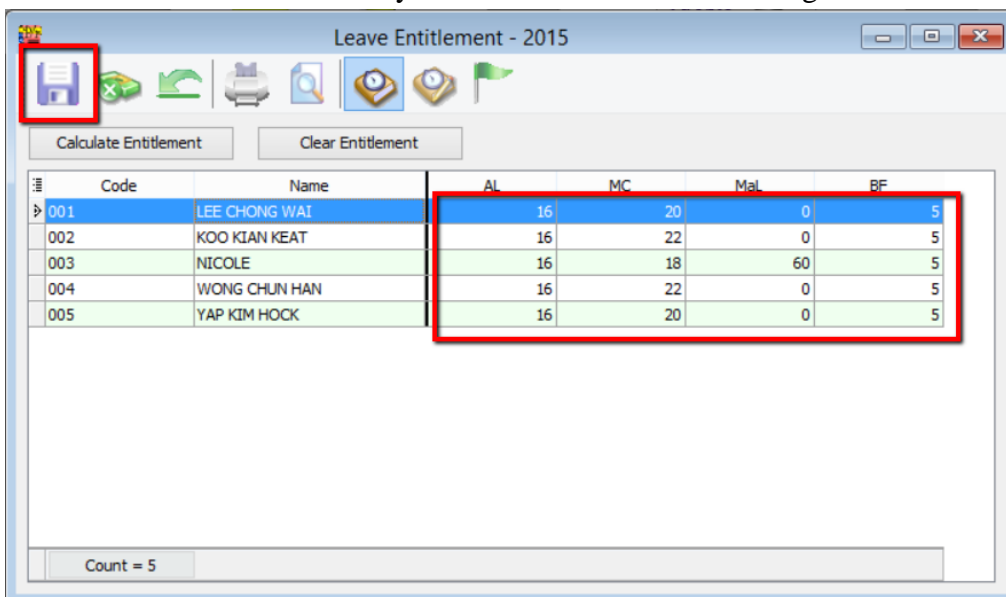
4) You can edit the number of days. Click "**Save**" when the changes are done.

Leave Reports

1) Print Leave Application Report

   - Enables to generate detail leaves taken by each employee for a year.

2) Print Attendance Report

   - Enables to generate the attendance performance in %.

3) Print Leave Balance Report

   - Analyze the number of days taken for annual leaves, medical leaves, etc.

4) Print Yearly Leave Report

   - Generates 12 month total leaves taken for a leave type e.g. annual leave, unpaid leave, medical leave, etc.

Settings

1. **How to Perform Leave Brought Forward?**
   - How to set company annual leave brought forward to next year.

2. **Where to key-in PCB Receipt?**
   - After submitting the PCB, where do we key-in the PCB receipt details in the system?

3. **How to key-in opening balance for employee?**
   - If an employee joins in the middle of the year, and to calculate the correct PCB figure, you need to key-in the opening balance for employee.

4. **Where to print out Increment Letter?**
   - SQL have a built-in increment letter, you can print out directly for each employee.

5. **How to import from Excel?**
   - If you have a lot of employees and you don't want to key in one by one, you can choose to import from Excel as long as you follow our template.

6. **SQL View.**
   - If you have different users who login at the same time and wish to block certain users from viewing e.g. department employees' details, you can block them from viewing.

7. **How to give Bonus in SQL Payroll?**
   - Different companies have different ways to process Bonus e.g. some will pay bonus in the middle of the month then only process salary or some will combine the bonus then process together with month end.

8. **How to customize EA form?**
   - Certain information like tax benefit may not appear in the EA form e.g. car details. You can customize the EA form to insert the information.

9. **Where to key-in tax benefit info?**
   - Some of the employee you might need to update the tax benefit value to display at EA form.

Leave Brought Forward

HOW TO KEY IN LEAVE BROUGHT FORWARD

1) Make sure Leave Type brought forward (BF) is ticked.
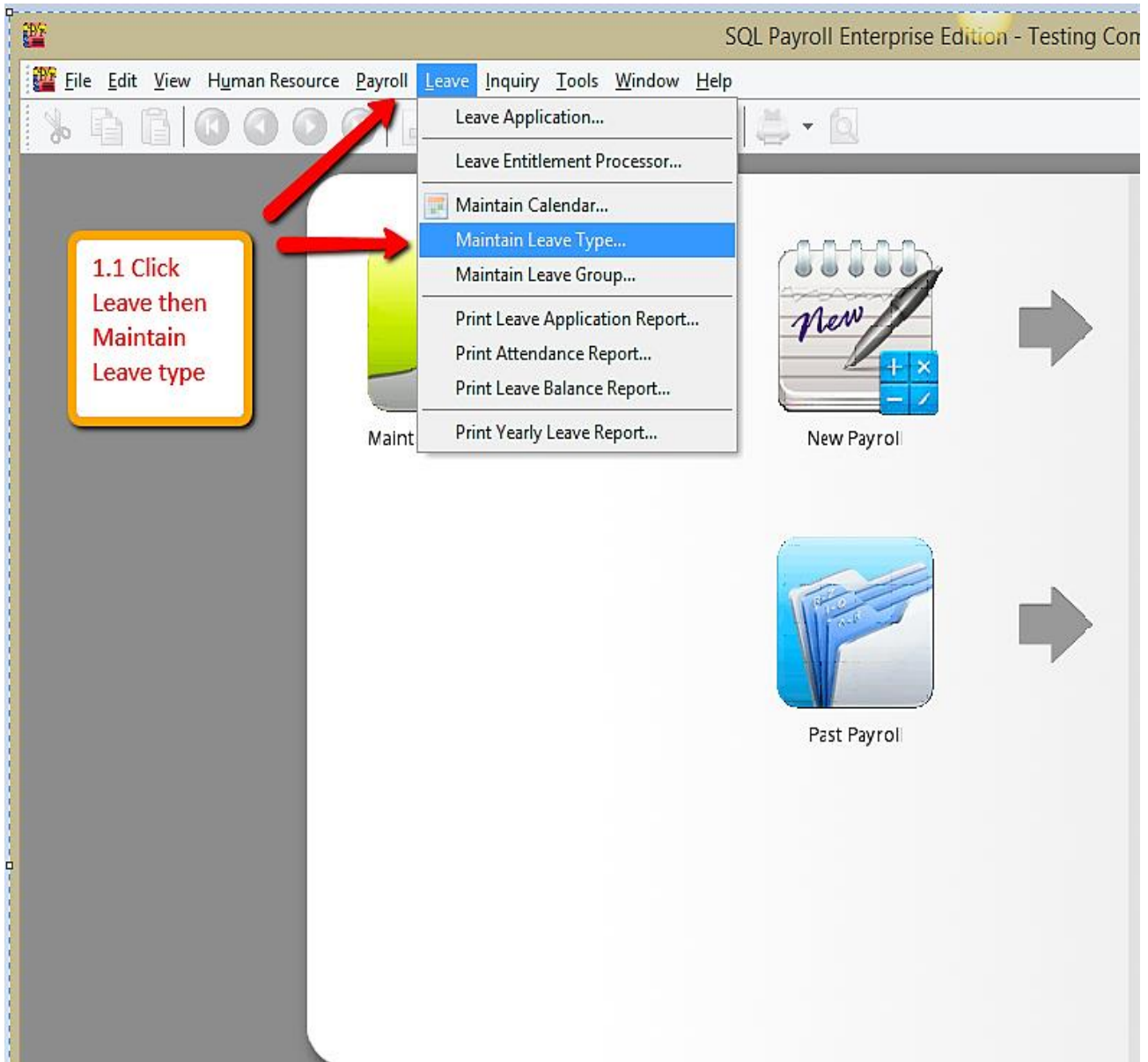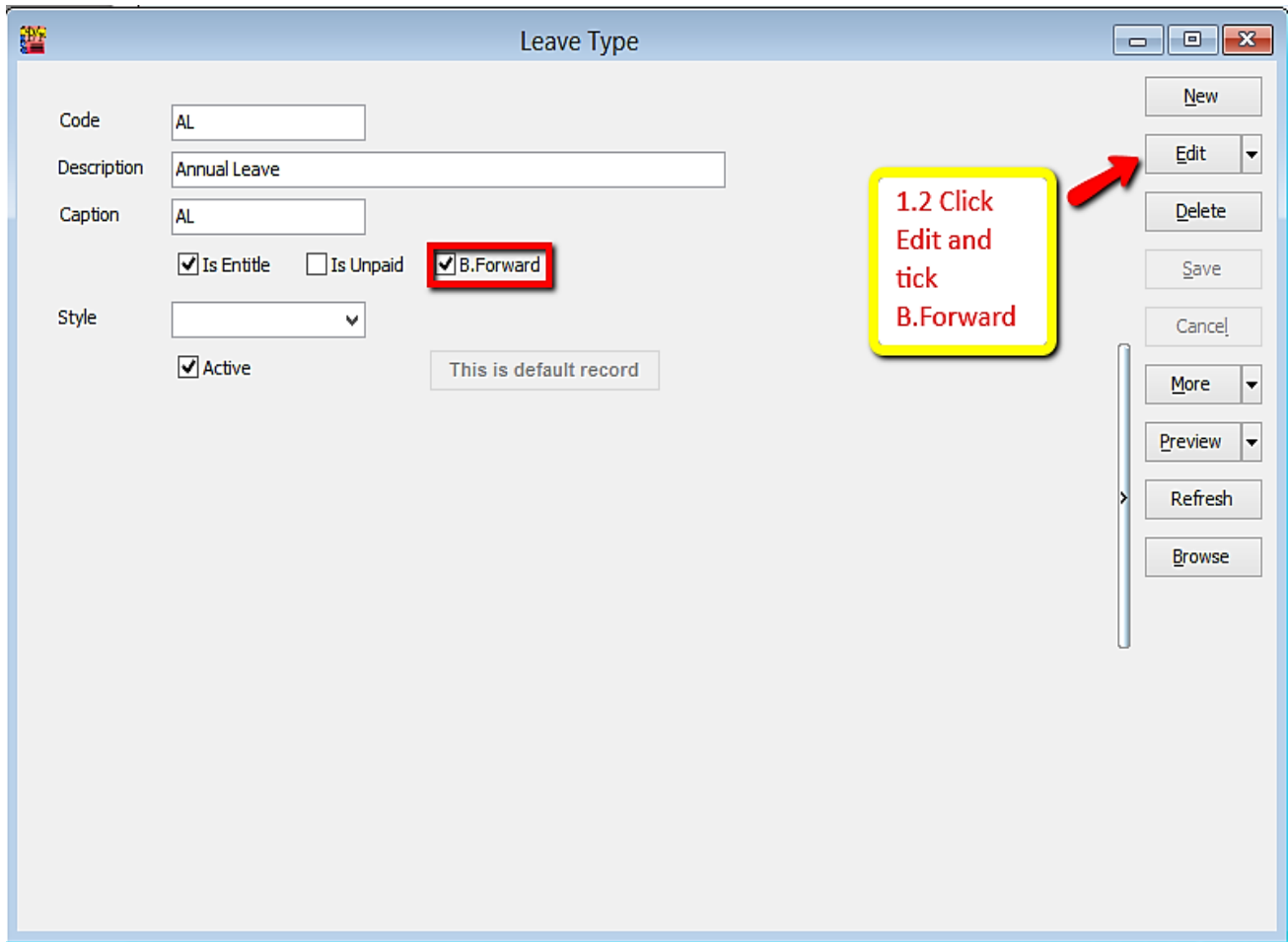
2) Make sure there is calculation for amount of leave brought forward (BF).
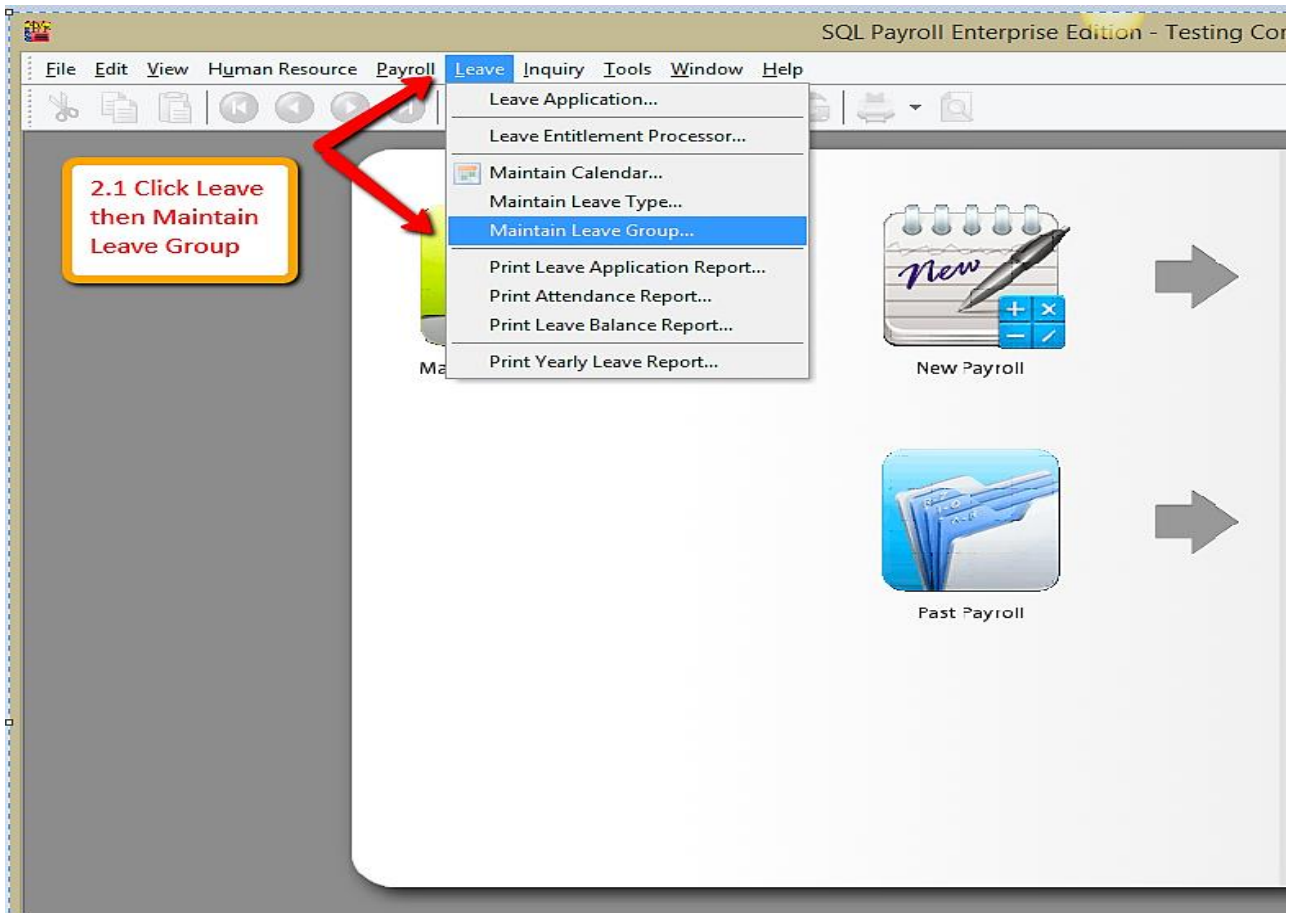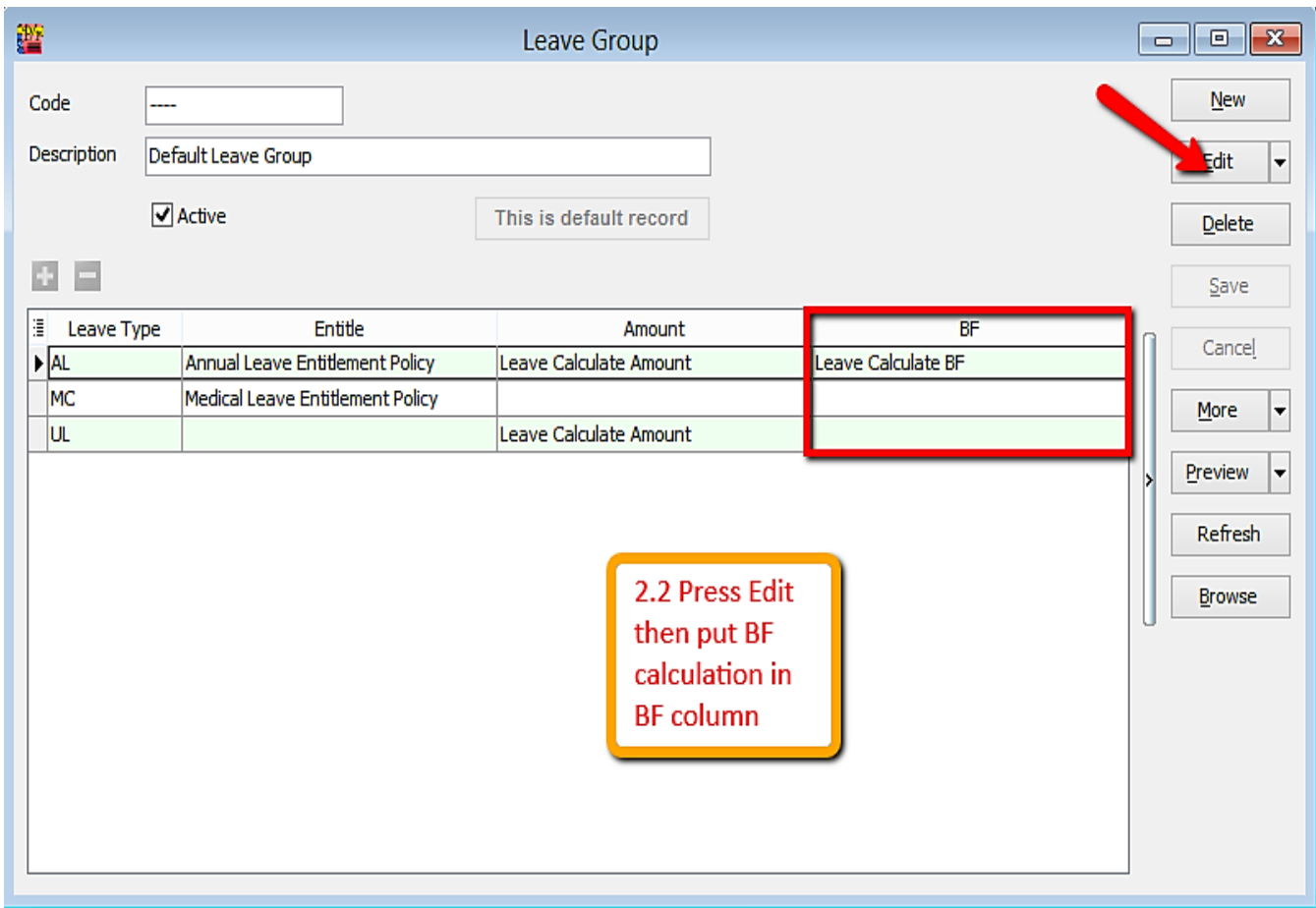
3) Key in leave entitlement (may refer to leave settings guide)

Leave Entitlement - 2015

Open Leave

Open Leave

New Leave Application

Leave Inquiry

Current Leave

Year: 2015
2 applications

4.1 Double click Year 2015 for leave application

Other Leave

Year: 2014
10 applications

Year: 2016
0 application

Count = 5
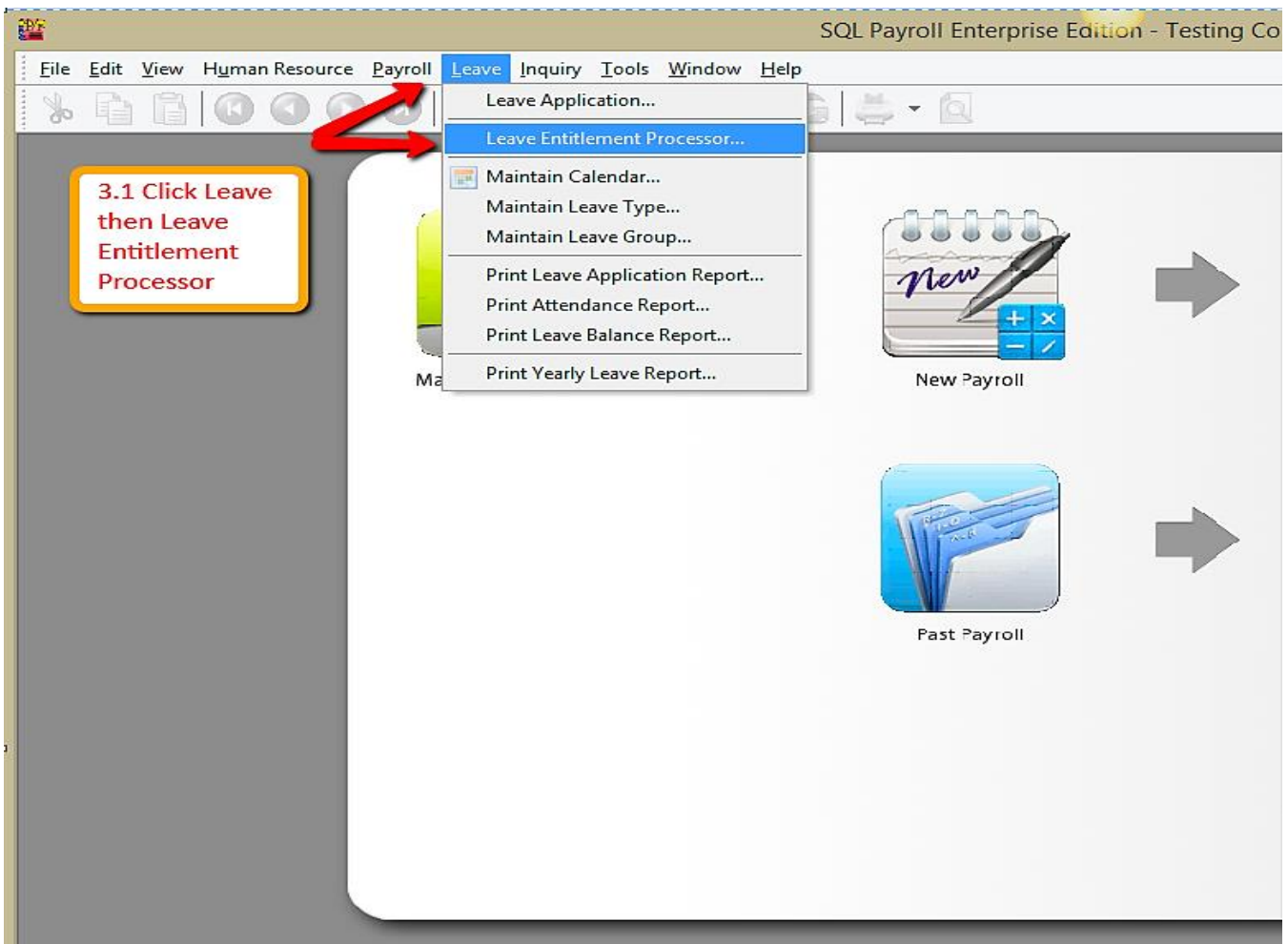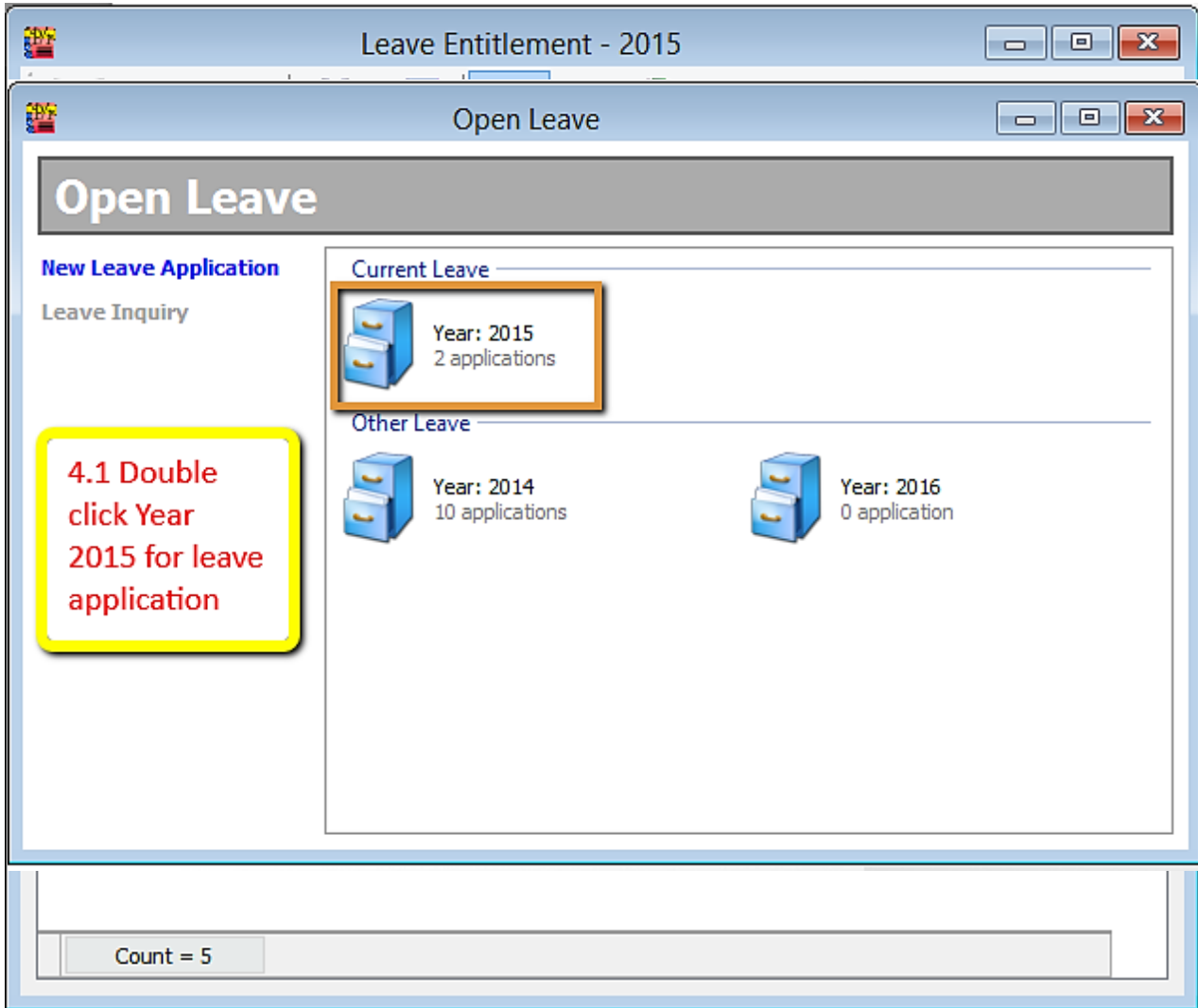
4)Apply leave for employees (may refer to leave settings for more details.)

-Leave/Leave Application/Double click Current Leave

2015 Leave

Code	Name
001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN
005	YAP KIM HOCK

Welcome | 001

001
LEE CHONG WAI

Date △	Leave Type	Description	Day
10/06/2015	AL	Annual Leave	1.00
17/07/2015	AL	Annual Leave	1.00

| 2 | | | 2.00 |

Leave Balance

Leave Type	Entitle	BF	Taken	Balance
AL	16.00	0.00	2.00	14.00
MC	22.00	0.00	0.00	22.00

4.3 Click '+' button to add leave and filling the leave type.

2015 Leave

Code	Name
001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN
005	YAP KIM HOCK

Welcome

2015 Leave

Print Leave Application Report

Print Attendance Report

Print Leave Balance Report

Print Yearly Leave Report

4.2 Double click the employee. Eg: Lee Chong Wei

| 5 | |

Preview Leave Balance Report-Leave/Print Leave Balance Report

6) Open Leave Entitlement for 2016(Repeat step 2)

In 2016, BF leave of Lee Chong Wei is 14 days.

Where to key in PCB Receipt

I.e. PCB & CP38 Receipt Number & Date

For an example with this Month (June) with PCB amount of RM1444.90.

Right click on the particular Month End process and click PCB Receipt…
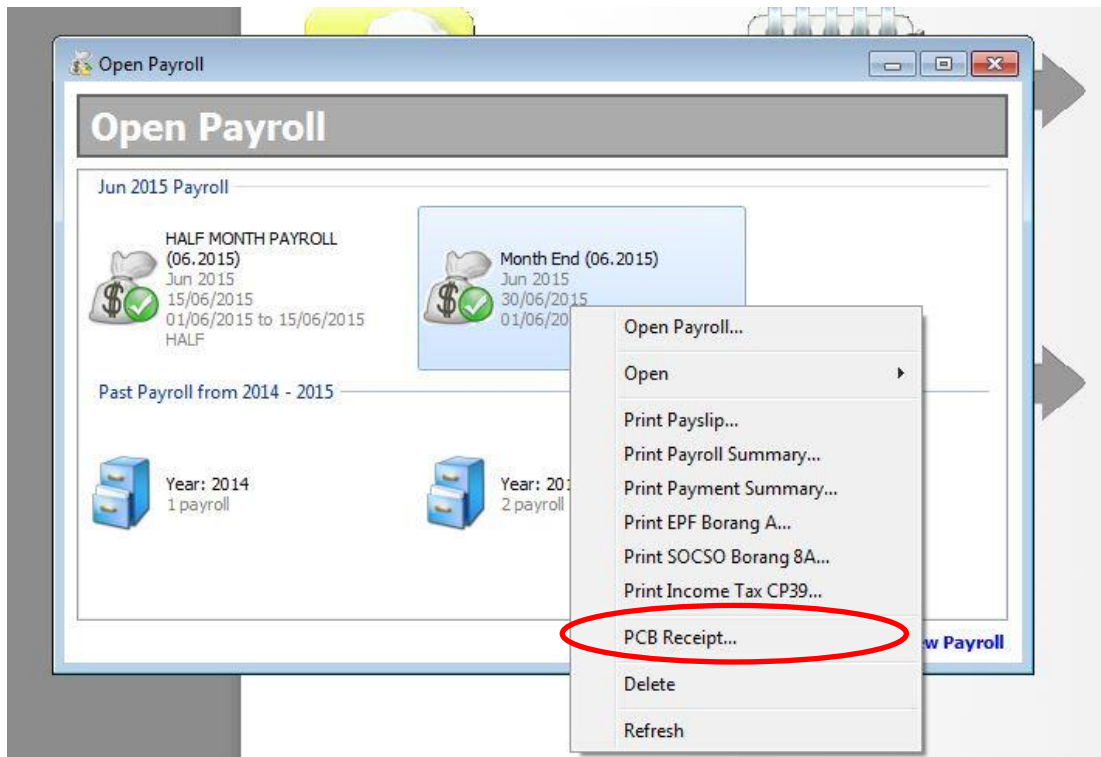
The following screen will be displayed
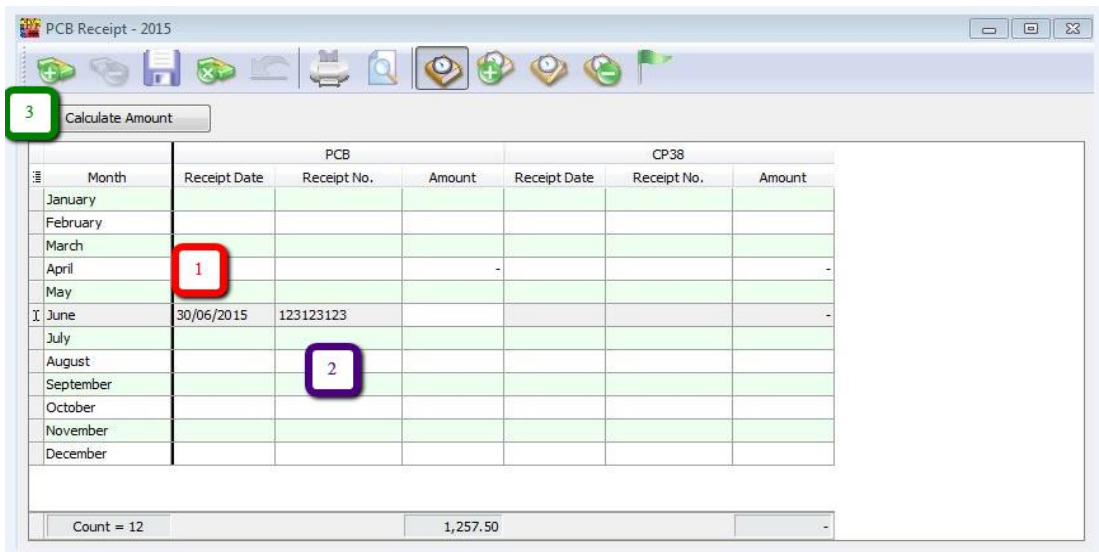
1 ~ Enter the Receipt Date.
2 ~ Enter the Receipt No.
3 ~ Click calculate amount to show the total amount of PCB u paid that month.
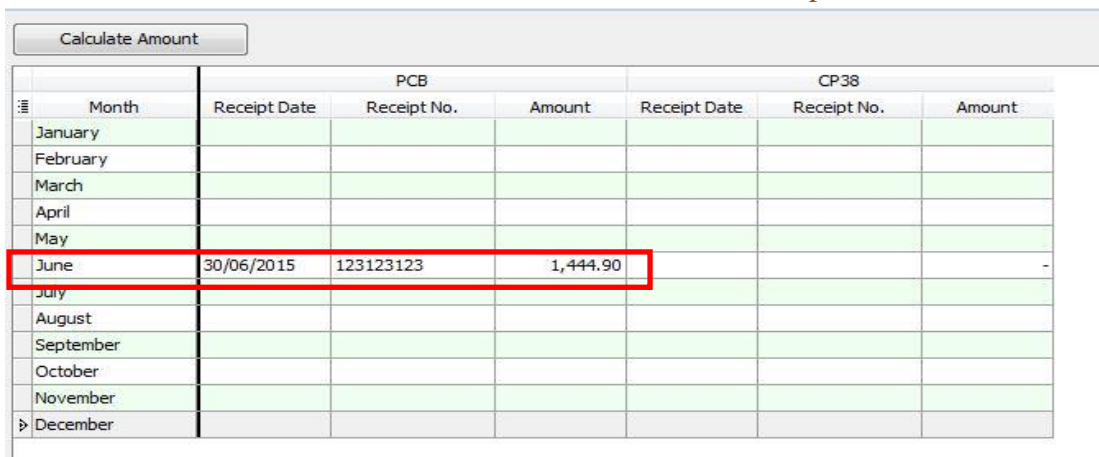
The TOTAL PCB Normal amount of the employees will show RM 1444.90.

Next, go to Payroll → Government Reports → Print Income Tax PCB 2(II)…

Tax PCB 2(II)

Year: 2015

Branch: ☐ [____] … Project: ☐ [____] …
Department: ☐ [____] … Job: ☐ [____] …
Group: ☐ [____] … Task: ☐ [____] …
Employee: ☐ [____] … Printing Date: 30/06/2015 ▼

Apply

Tax PCB 2(II) | Tax PCB 2(II)

2015   Preview ▼

NAME	Jan PCB	Jan CP38	Feb PCB	Feb CP38	Mar PCB	Mar CP38	Apr PCB	Apr CP38	May PCB	May CP38	Jun PCB	Jun CP38	Jul PCB	Jul CP38
LEE CHONG WAI	-	-	-	-	-	-	-	-	-	-	881.30	-	-	-
KOO KIAN KEAT	-	-	-	-	-	-	-	-	-	-	326.30	-	-	-
NICOLE	-	-	-	-	-	-	-	-	-	-	237.30	-	-	-
WONG CHUN HAN	-	-	-	-	-	-	-	-	-	-	-	-	-	-
YAP KIM HOCK	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	1,444.90	-	-	-
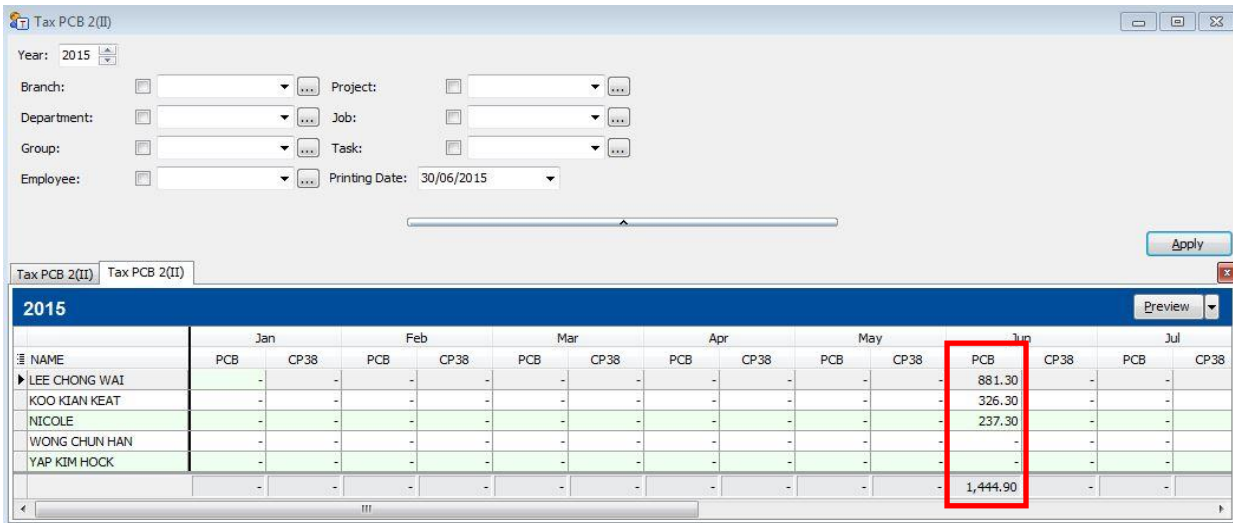
Preview the employees Tax PCB 2(II). The following result will show in the report.

Tuan,
Potongan Cukai Yang Dibuat Dalam Tahun 2015
Nama Pekerja LEE CHONG WAI
No. Kad Pengenalan 881212014321
No. Fail Cukai Pendapatan
No. Pekerja 001
No. Rujukan Fail Majikan (E)

Dengan hormatnya saya merujuk kepada perkara di atas.

2. Potongan-potongan yang telah dibuat bagi pekerja di atas dalam tahun semasa adalah seperti berikut:

Bulan	Amaun (RM) PCB	CP 38	No. Resit/ No. Slip Bank/No. Transaksi PCB	CP 38	Tarikh Resit/Tarikh Transaksi PCB	CP 38
Januari	0.00	0.00				
Februari	0.00	0.00				
Mac	0.00	0.00				
April	0.00	0.00				
Mei	0.00	0.00				
Jun	881.30	0.00	123123123		30/06/2015	
Julai	0.00	0.00				
Ogos	0.00	0.00				
September	0.00	0.00				
Oktober	0.00	0.00				
November	0.00	0.00				
Disember	0.00	0.00				
Jumlah	881.30	0.00				

Tuan,
Potongan Cukai Yang Dibuat Dalam Tahun 2015
Nama Pekerja KOO KIAN KEAT
No. Kad Pengenalan 900101101001
No. Fail Cukai Pendapatan
No. Pekerja 002
No. Rujukan Fail Majikan (E)

Dengan hormatnya saya merujuk kepada perkara di atas.

2. Potongan-potongan yang telah dibuat bagi pekerja di atas dalam tahun semasa adalah seperti berikut:

Bulan	Amaun (RM) PCB	CP 38	No. Resit/ No. Slip Bank/No. Transaksi PCB	CP 38	Tarikh Resit/Tarikh Transaksi PCB	CP 38
Januari	0.00	0.00				
Februari	0.00	0.00				
Mac	0.00	0.00				
April	0.00	0.00				
Mei	0.00	0.00				
Jun	326.30	0.00	123123123		30/06/2015	
Julai	0.00	0.00				
Ogos	0.00	0.00				
September	0.00	0.00				
Oktober	0.00	0.00				
November	0.00	0.00				
Disember	0.00	0.00				
Jumlah	326.30	0.00				

Tuan,
Potongan Cukai Yang Dibuat Dalam Tahun 2015
Nama Pekerja NICOLE
No. Kad Pengenalan 920831105000
No. Fail Cukai Pendapatan
No. Pekerja 003
No. Rujukan Fail Majikan (E)

Dengan hormatnya saya merujuk kepada perkara di atas.

2. Potongan-potongan yang telah dibuat bagi pekerja di atas dalam tahun semasa adalah seperti berikut:

Bulan	Amaun (RM) PCB	CP 38	No. Resit/ No. Slip Bank/No. Transaksi PCB	CP 38	Tarikh Resit/Tarikh Transaksi PCB	CP 38
Januari	0.00	0.00				
Februari	0.00	0.00				
Mac	0.00	0.00				
April	0.00	0.00				
Mei	0.00	0.00				
Jun	237.30	0.00	123123123		30/06/2015	
Julai	0.00	0.00				
Ogos	0.00	0.00				
September	0.00	0.00				
Oktober	0.00	0.00				
November	0.00	0.00				
Disember	0.00	0.00				
Jumlah	237.30	0.00				

Opening Balance for Employee

Maintain employee's opening balance is required to be keyed in when the respective employee joins the company in a month **later than January**.

The previous PCB amount is **needed to be keyed in so that the system can correctly calculate** the PCB amount that is required to be paid every month.

Step 1: Select Open Payroll.
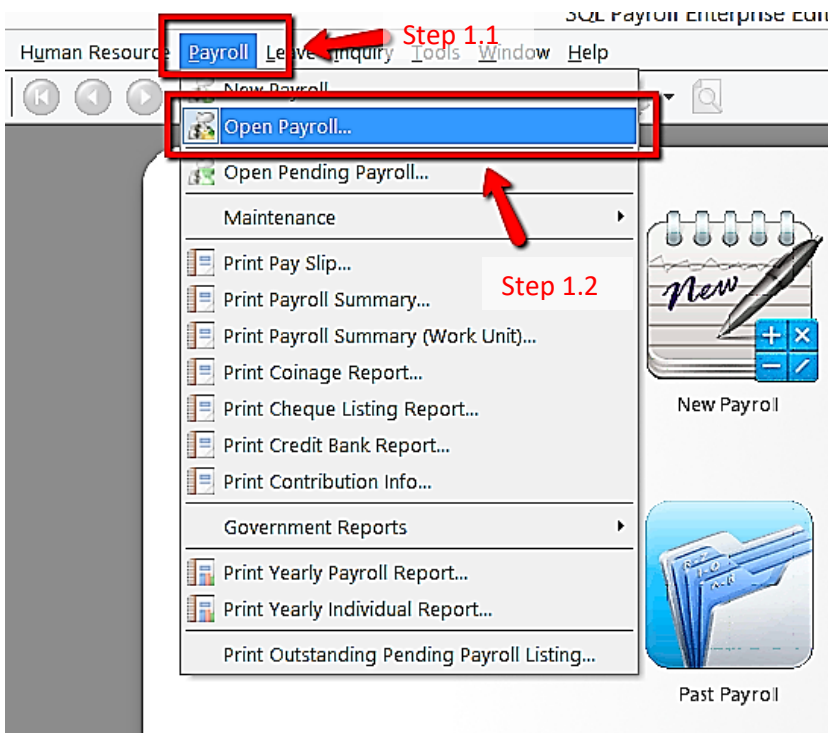
Step 2: Double click the year in open payroll
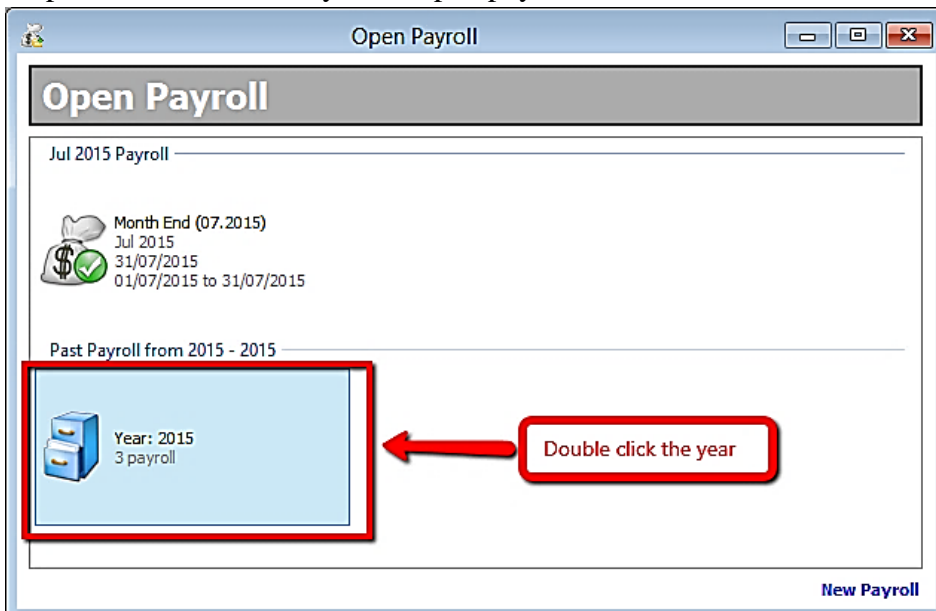
Step 3: Double click the tab 'Opening'
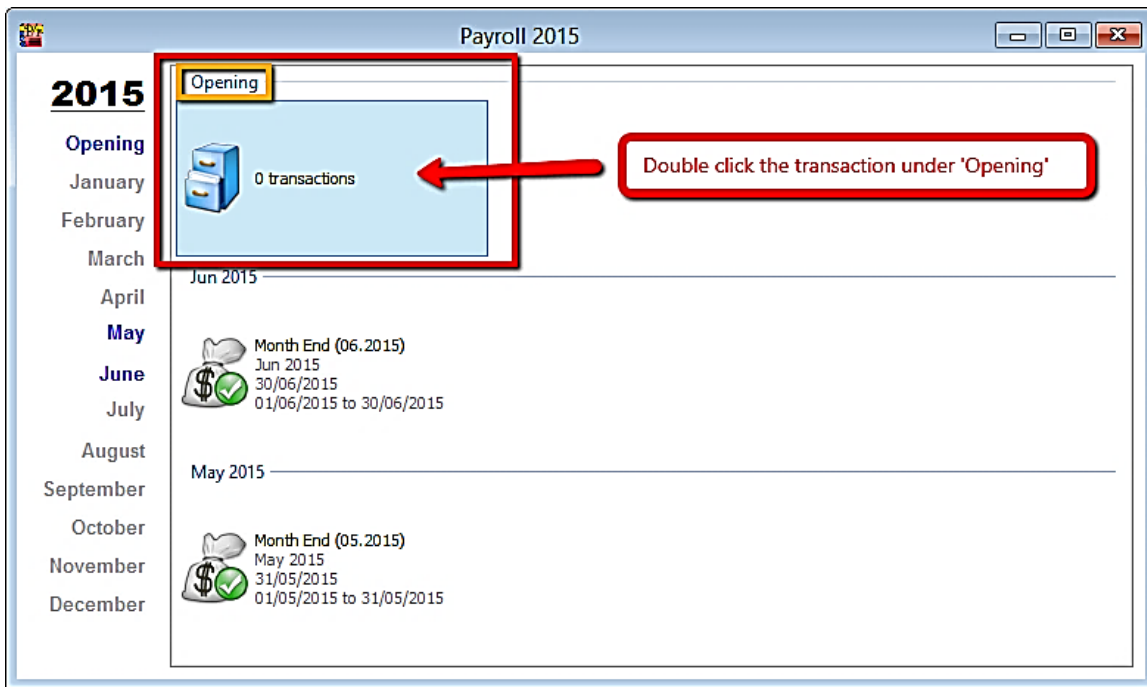
Step 4: Select the employee by double clicking on the name
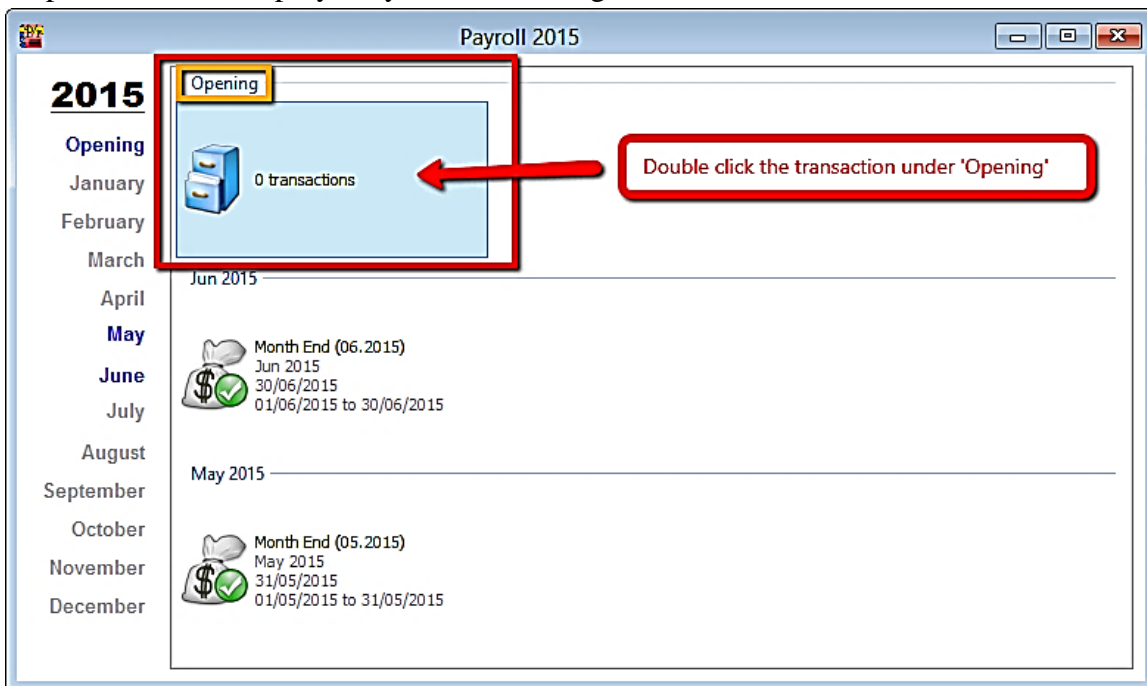
Step 5: Key in all the employees' opening balance information

Remember to save after key in

GENERAL	YTD AMOUNT
Normal Remuneration	
Normal EPF	
Additional Remuneration	
Additional EPF	
Zakat	
Normal PCB	
Additional PCB	

Can enter the amount according to EA form.

TAX EXEMPTED ALLOWANCE	
Petrol (Duties)	
Parking	
Meal	
Child Care	
Phone	
Phone Bills	
Award	
Loan Interest	

Employee themselves need to know if they have any of these in their previous employment

TAX RELIEF ITEMS	
Parent Medical	
Basic Support Equipment	
Education Fee	
Medical Expense For Difficult To Cure Disease (Self/Husband/Wife/Child)	
Full Medical Examination (Self/Husband/Wife/Child)	
Book Purchase	
Purchase Of Personal Computer For Individuals	
Net Fund In National Higher Education Fund Corporation	
Sports Equipment	
Wife Alimony	
Life Insurance	
Annuity	
Education & Medical Insurance	
Loan Interest	

Mapping of SQL 'opening' to EA form

Special note for additional EPF and additional PCB

-Additional EPF and additional PCB are used when additional remuneration (bonus, commission, paid leave) is given.

-In the EA form, normal EPF and additional EPF is group into one.

-However, SQL recommend users to split the amount for a more detail input.

For understanding purpose

Wage:
Normal EPF = RM100,000 * 11% = RM11,000

OT:
Normal EPF = RM1,000 * 11% = RM110

Thus, Normal EPF = RM11,110

Bonus:
Add. EPF = RM10,000 * 11% = RM1,100

Increment Letter

Print Appointment/Confirmation/Increment letter

Step 1: Select Human Resources. Click Maintain Employee.

Step 2: Select the employee

Step 3: Click Preview reports

Click here to preview reports

Employee

Code: 00001 ▾   Job Title: DIRECTOR   ☑ Active

Name: ALI

| Personal | Grouping | Family | Payroll Info. | Allowance | Deduction | Note | History | Child | Attachments |

Post Date	Type	Description
13/06/2015	----	Entitled to PARKING with rate 50.00
13/06/2015	----	Entitled to NEWSPAPER with rate 30.00
13/06/2015	----	Entitled to HOUSE with rate 1,000.00
13/06/2015	----	Entitled to PETROL with rate 200.00
13/06/2015	----	Entitled to PHONE with rate 100.00
13/06/2015	----	Revise Wages from - to 5,000.00
13/06/2015	----	Revise WagesType from ---- to SENIOR
13/06/2015	----	Revise MaritalStatus from S to M

New
Edit ▾
Delete
Save
Cancel
More ▾
Preview ▾
Refresh
Browse

OR click here to preview

Select Report

HR.Employee.Appointment.Report
HR.Employee.Confirmation.Report
HR.Employee.Increment.Report
HR.Employee.Report
PCB.TP1.Report
PCB.TP2.Report
PCB.TP3.Report

Select the report you want

☑ Select All   OK   Cancel

This is the example of the appointment letter

Increment Letter Note:

For increment letter, make sure increment is set in **history for the details to be shown in report.**

Import from Excel

In order to import Excel overtime format into SQL Payroll, do a table as shown in Microsoft Excel.

Date = Trans Date

Employee = Code of Employee

OT = Code of Overtime that created in Maintain Overtime

Unit = Work Unit (count 2.50 = 150 minutes/2 and a half hours)

After creating the table, go to File,

Click on Save As,
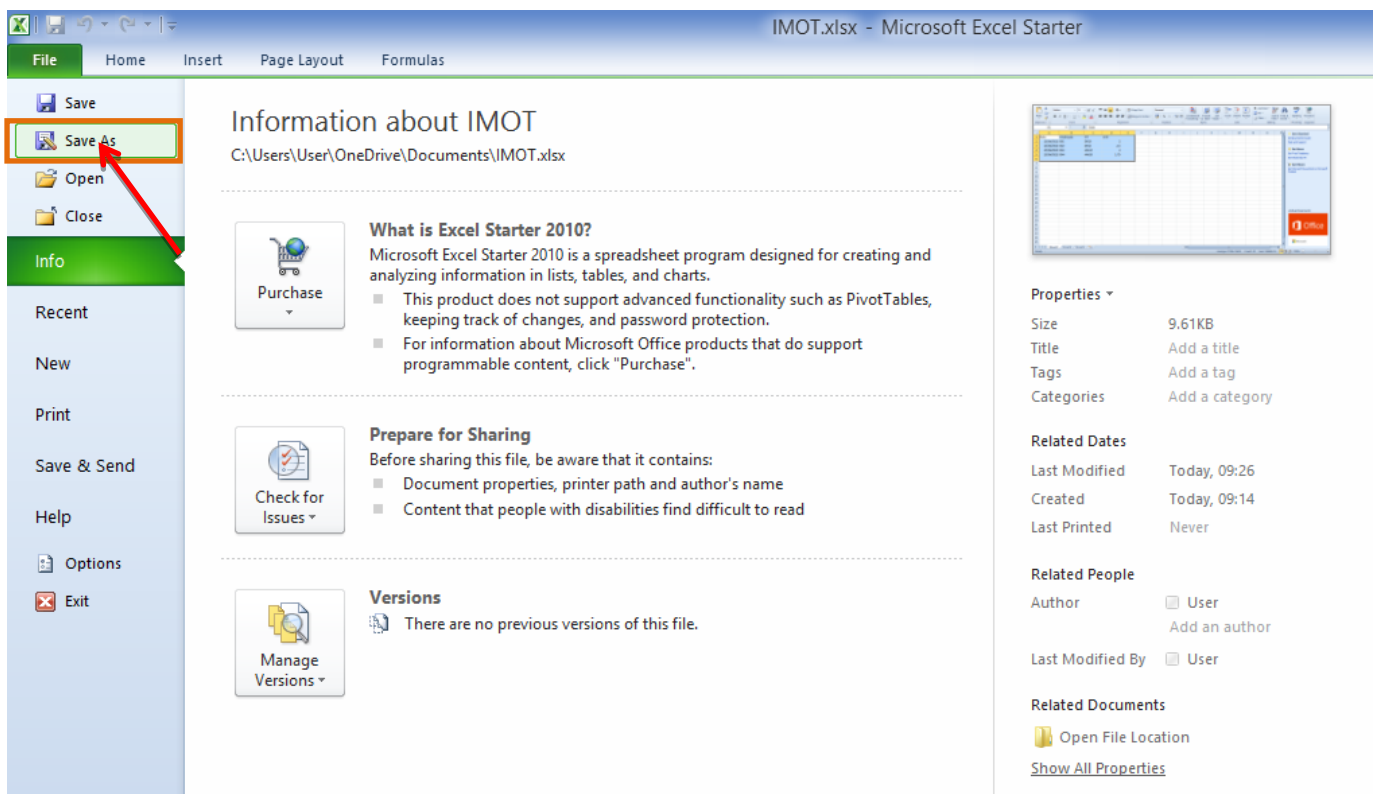
Make sure to select the CSV file type,
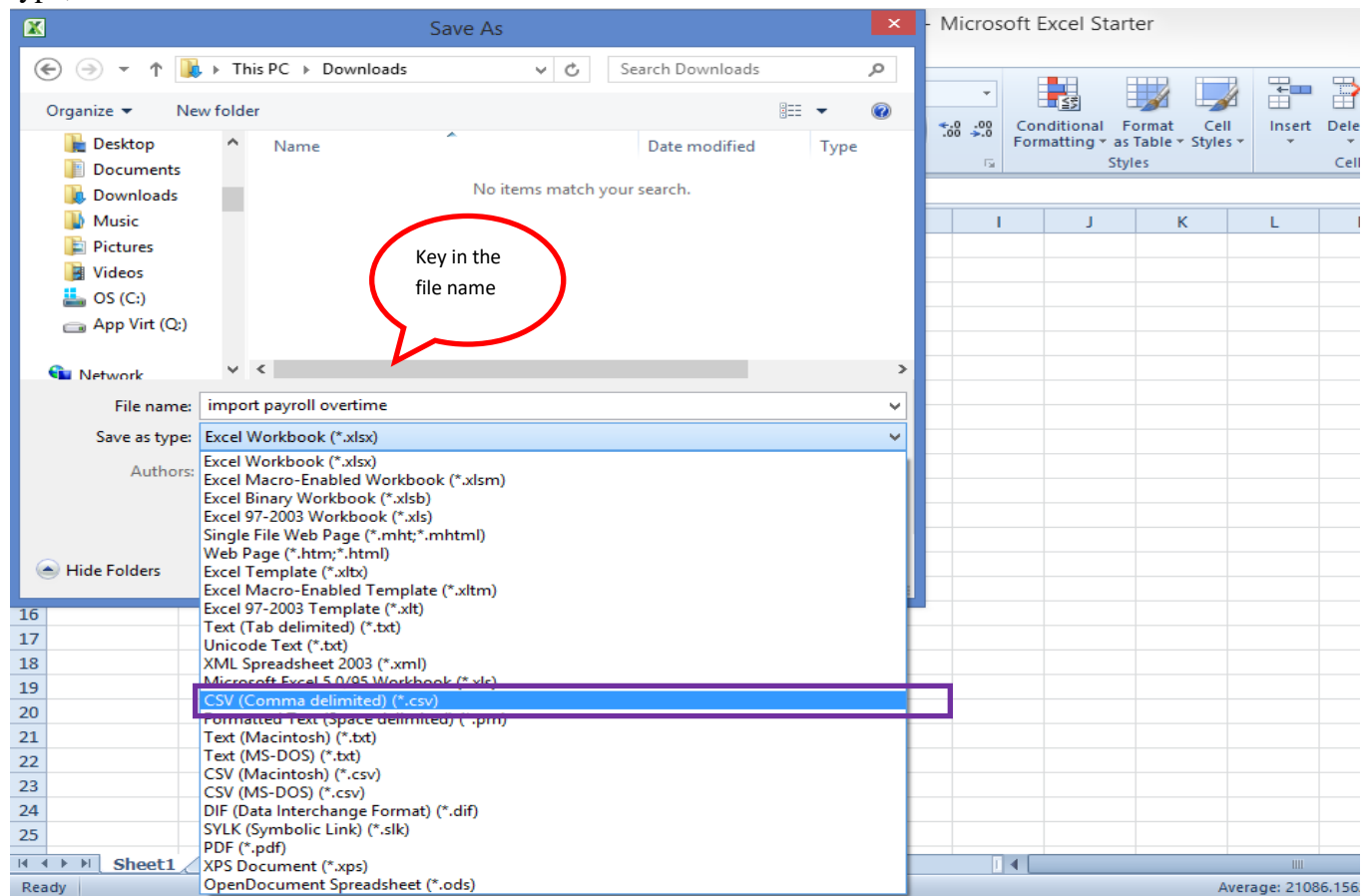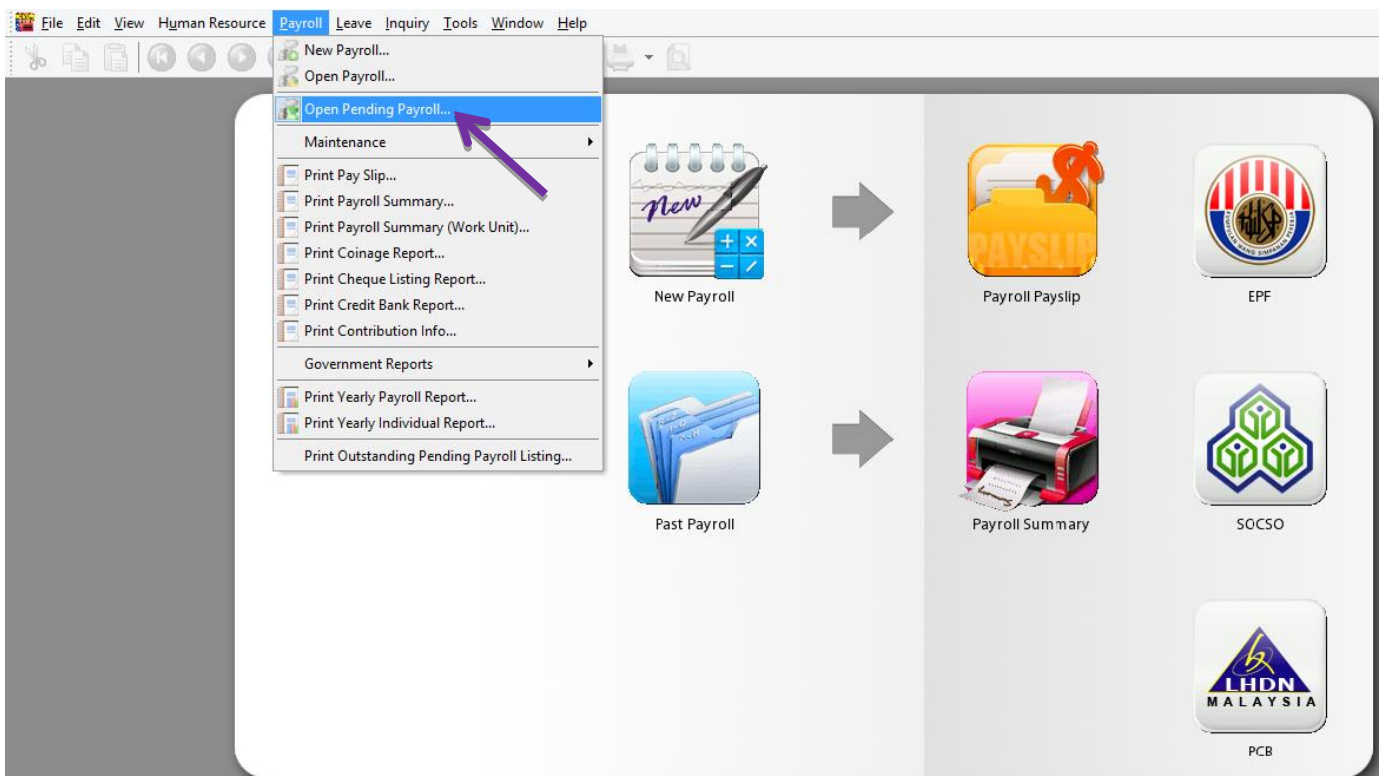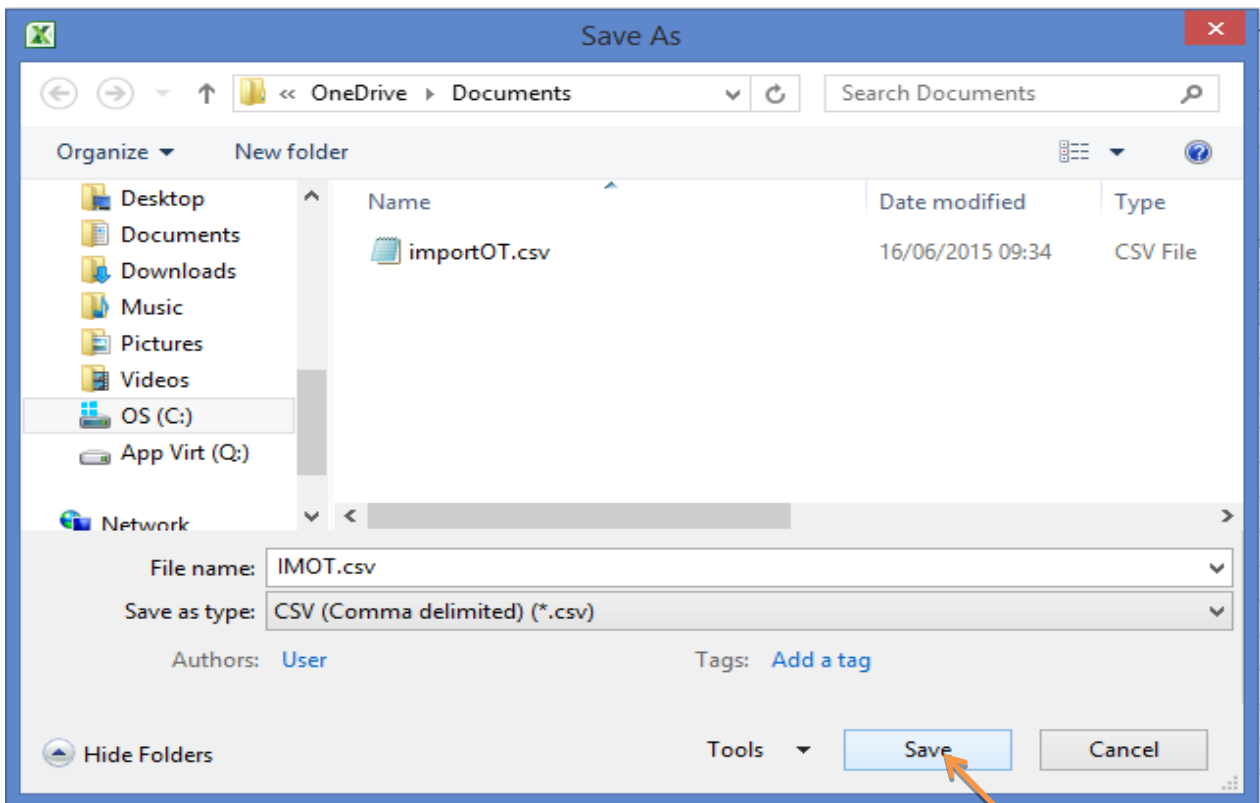
Double click Overtime,
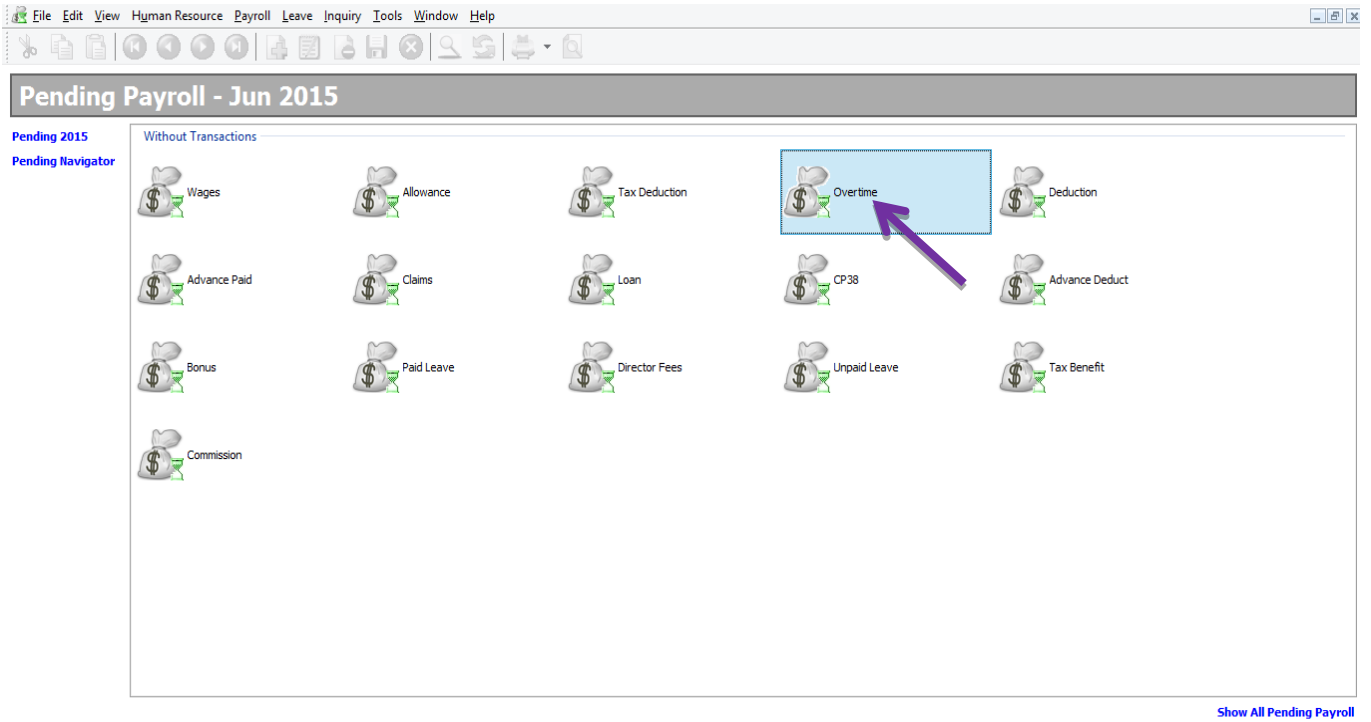
Click on the Import Data
icon,
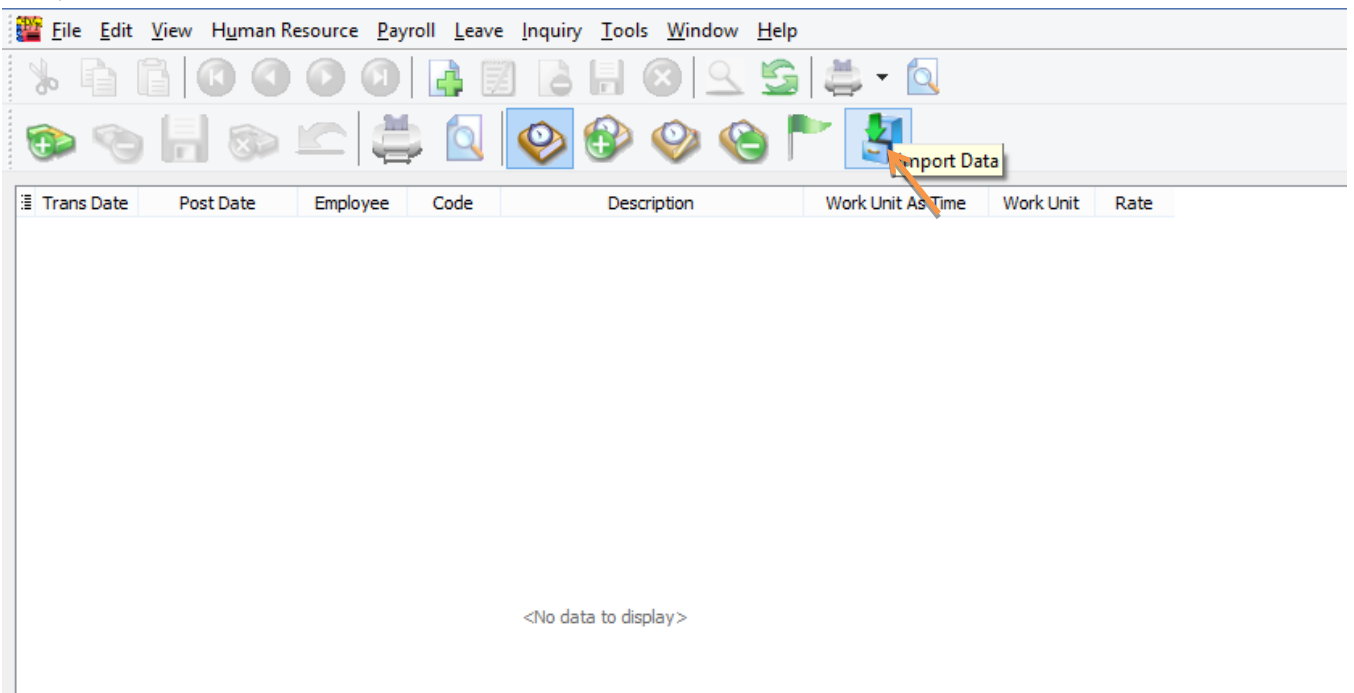
Click the … (3 dots button) to select your Data Source,

Data From: C:\Users\User\Desktop\Import Payroll Overtime\importOT.csv

○ New setting...
○ Load setting...
○ Load From File...

Step 1: Select your data source

Step 2: Choose New Setting

Step 3: Click Next

Manage Setting   Cancel   Back   Next   Finish

Pending Payroll (06.2015)

g Payroll - Jun 20

With Transactions

Import Wizard

Description <<New>>   Save

Import

From row 1   Step 4: Select as row 1

Separator Options

○ Tab   ● Comma
○ Semicolon   ○ Space   ○ Other   Text delimiter

Fields   Step 5: Select comma

Date	Employee	OT	Unit
15/06/2015	001	HW15	2
15/06/2015	002	HW20	5
15/06/2015	003	HW30	4
15/06/2015	004	HW15	2.5

Manage Setting   Cancel   Back   Next   Finish

EPF

SOCSO

LHDN
MALAYSIA

Make sure you select all the fields for the date, employee, code & work unit.

SQL View

SQL View Module is to lock certain users from viewing all employees, in other words only allows to view a certain group of employees.

E.g. if we allow KL User to view/ edit only the employees in KL branch.

1. Tools | DIY | Maintain DIY
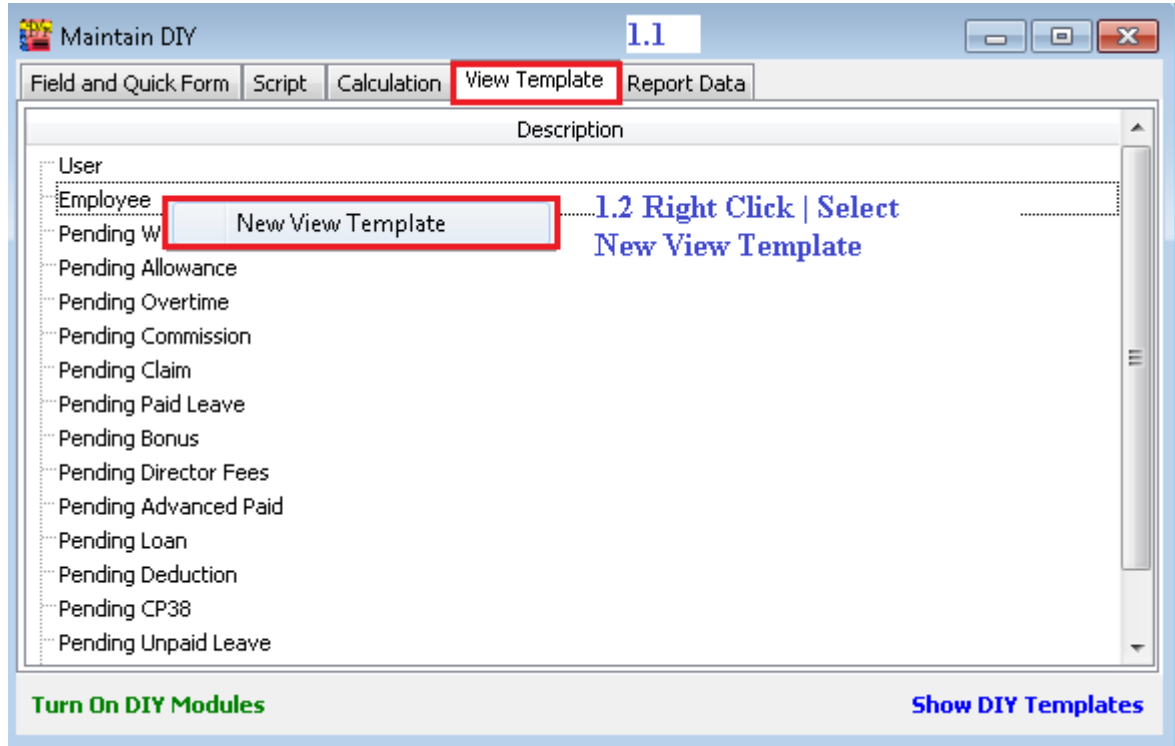
1.3: Press New

1.4 :
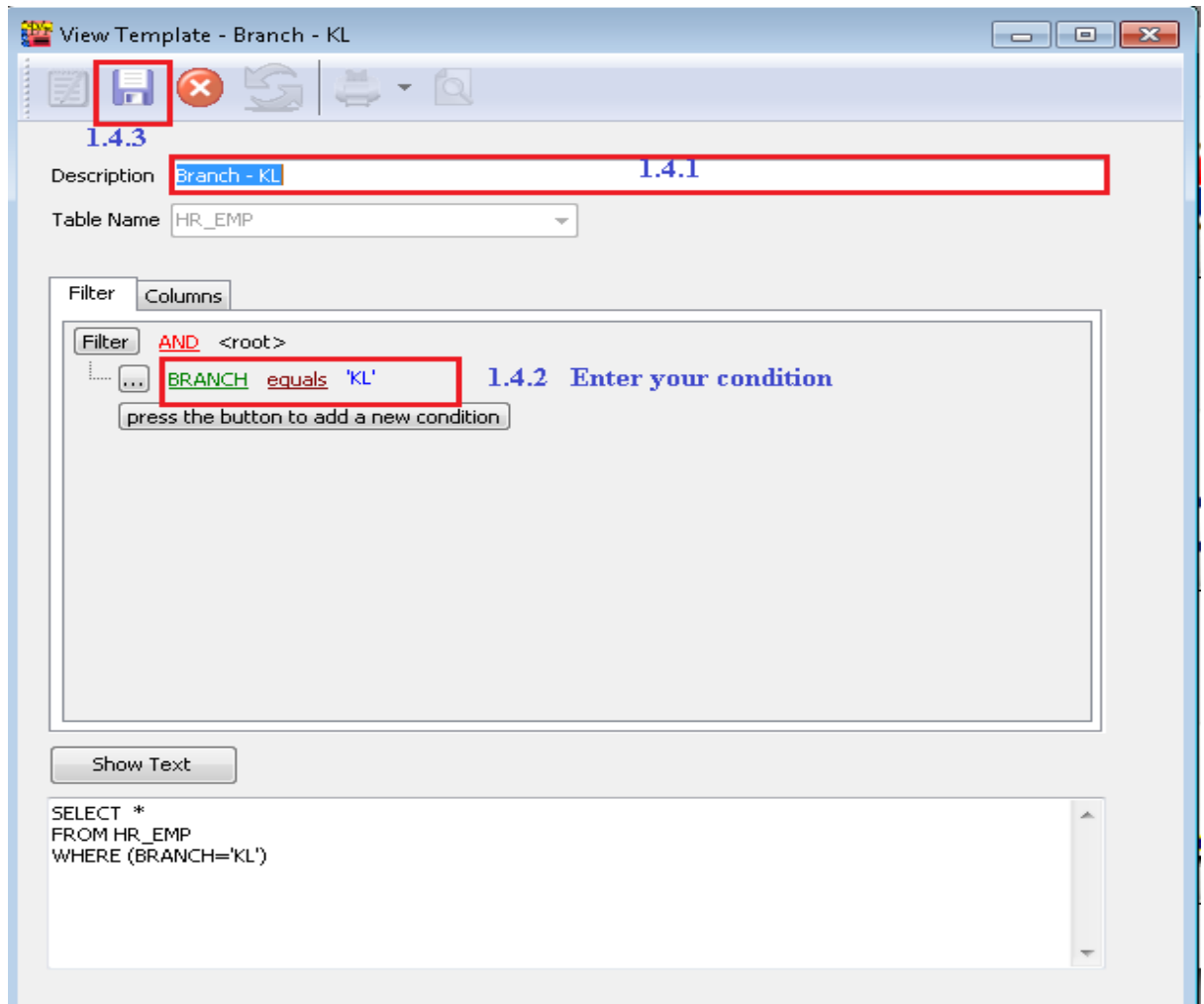
1.5
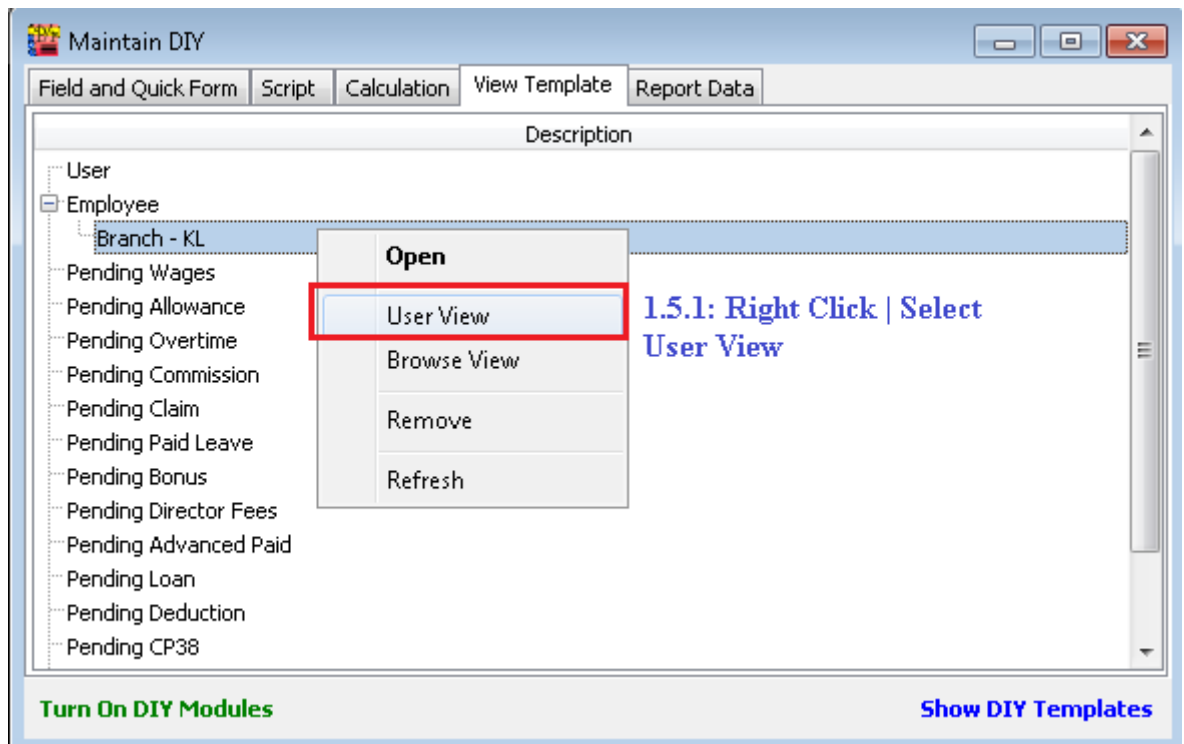
1.6
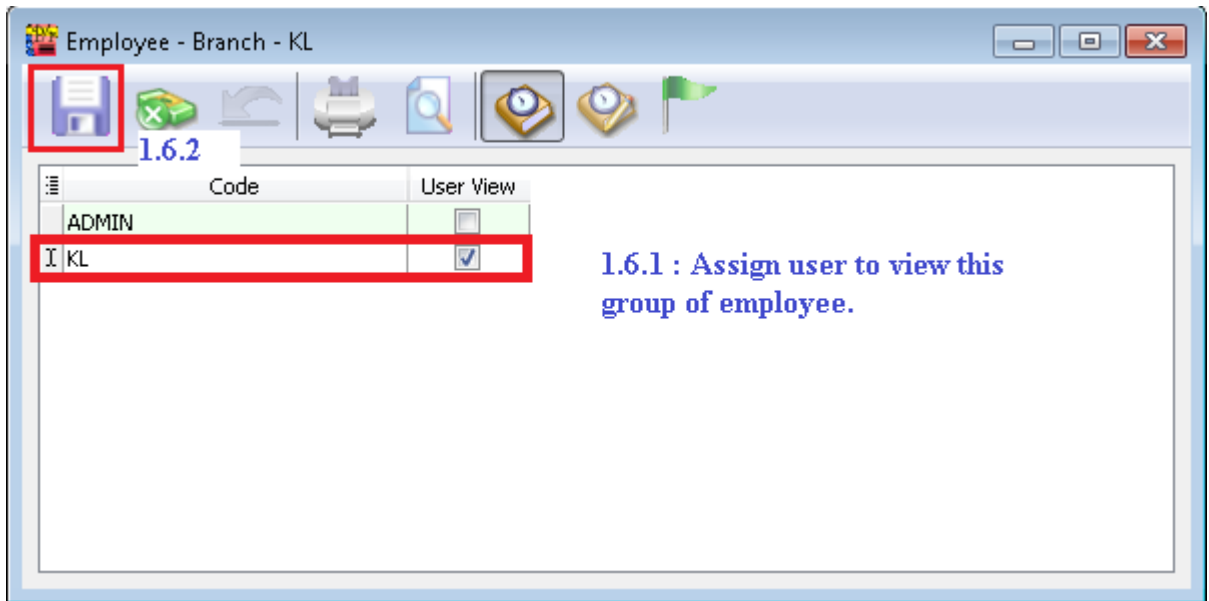
1.7 Logon as KL User.

Result:

Before
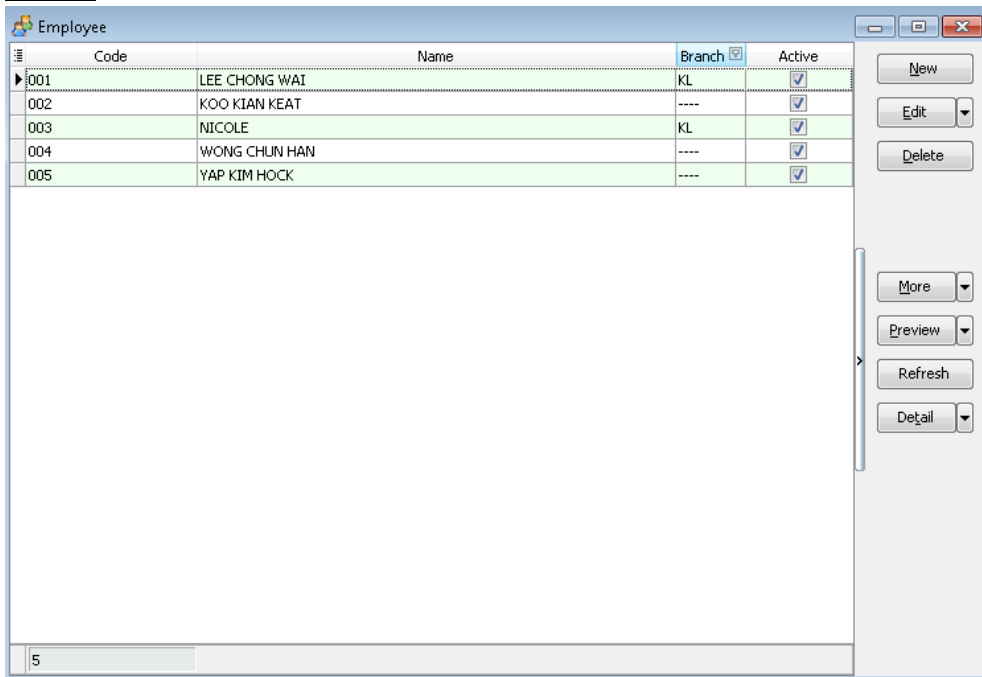
After:

Note: If you haven't register, you may try by turn on SQL View module under File | Customize SQL Payroll Module. Thanks.

SQL Bonus in SQL Payroll

a) Select Payroll | Open Pending Payroll
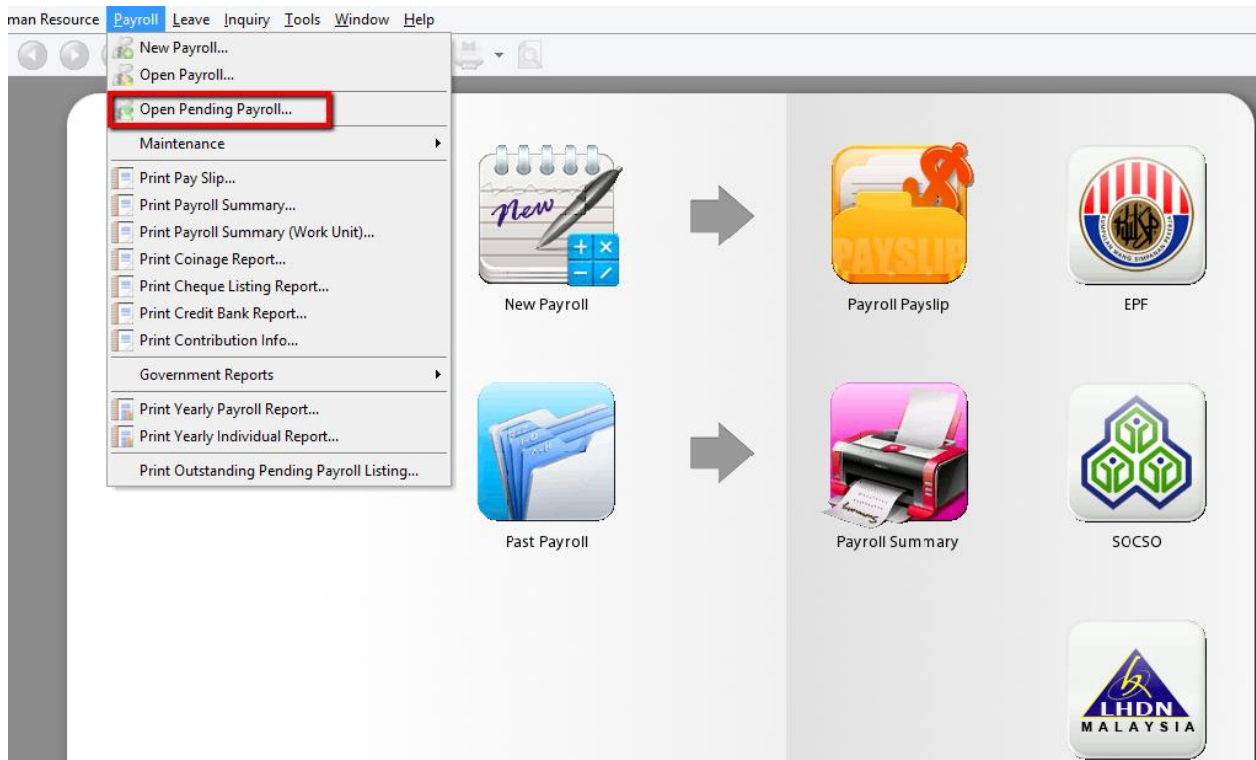
b) Click Bonus
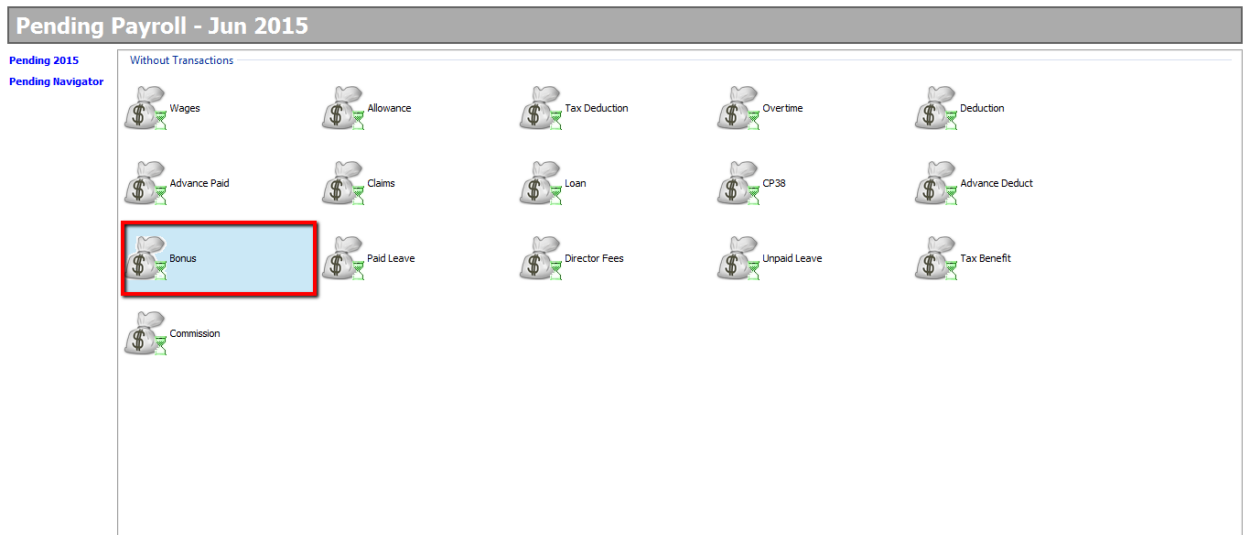
c) 1. Click "Add"

   2. Select your employee

   3. Key in amount

   4. Save

d) Select Payroll | New Payroll | Click on Ad Hoc

e) Tick EPF if you want to deduct EPF

Tick PCB if you want to deduct PCB

f) Tick Bonus/ Allowance (To input your amount)

g) 1. Change the Description *Optional
   2. Tick the Employee that the bonus was given

- To process the MID month Adhoc payroll -

h) Complete/ Check the pay slip

Customize EA form

How to print EA Form

1) Preview EA form

    -Payroll/Government Reports/Print Income Tax EA Form
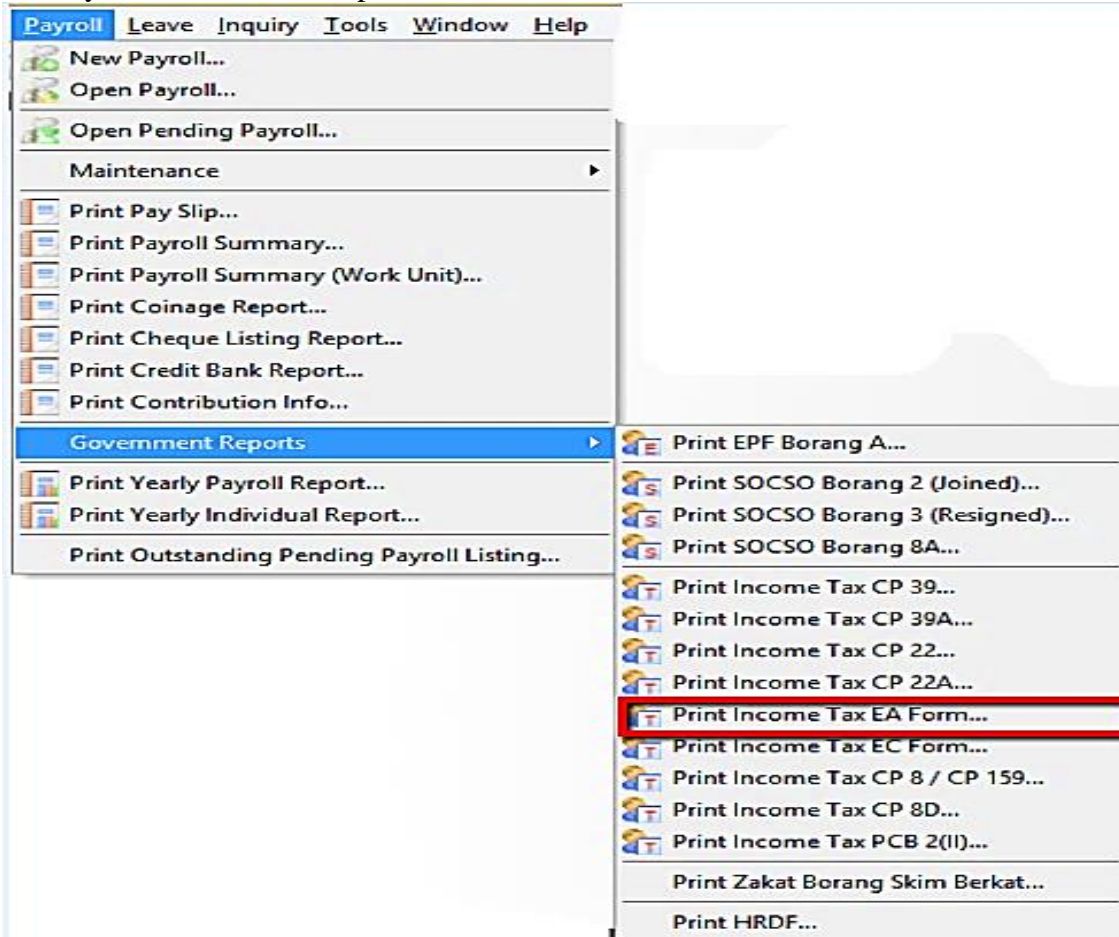
2) Key in the details in the red box and apply then preview

3) If you want to amend the figures in EA form:

-Choose the employee and click on Customise EA form

-Employee after amend will be in yellow colour.

NAME	B-1	B-1-2-3	B-1-3-2	D-1	D-2	D-3	E-2	G-1
LEE CHONG WAI	5,192.31	2,000.00	530.00	-100.40	-	-	-858.00	
KOO KIAN KEAT	2,000.00	-	120.00	-	-	-	-234.00	
NICOLE	2,800.00	-	230.00	-	-	-	-335.00	
WONG CHUN HAN	3,200.00	-	730.00	-	-	-	-434.00	
YAP KIM HOCK	5,192.31	-	750.00	-	-	-	-660.00	

4) Manually key in the figure you want to amend and click save (blue diskette)

Tax Benefit Info

1) Process Month End

2) Select the employee
   (e.g. Lee Chong Wai)

3) Right click on an empty space and click on "Show Tax Benefit"

4) Insert the tax benefit and also the amount.

5) Click code to select the tax benefit.

Code	EA Form (Section B)
Motorcar	2(a.i)
Driver	2(a.ii)
Furnishing	2(c.iii – Perabot dan Kelengkapan)
Entertainment	2(c.iii – Hiburan dan Rekreasi)
Gardener	2(d)
Servant	2(d)
Vacation	2(e)
Membership	2(c.iii – Hiburan dan Rekreasi)
Miscellaneous	2(f)
VOLA	3

6) E.g. if I key in RM100 for "Motorcar":
- Select the tax benefit/ key in amount/ Click Save

7) Next go to preview EA Form to check the tax benefit amount:
- Payroll/ Government Reports/ Print Income Tax EA Form

8) Select the employee and apply:

9) Click preview and select any format :

10) Check the EA Form
**Nilai Kereta dan petrol = RM100